

TECHNICAL DESIGN COORDINATOR

BASIC FUNCTION

Coordinates and performs duties including, but not limited to, scenic, prop, and lighting design, set and prop construction, hanging lights, and maintaining theater equipment; and performs technical direction for all department productions and assists technical students.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing duties in the coordination of technical theater support operations. Incumbents regularly work on varied and complex tasks requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to evaluate and make determinations on the technical aspects of performances. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Oversees, coordinates, and participates in the day-to-day operations and all aspects of technical theater; monitors and evaluates the effectiveness of the technical theater operations and activities and recommends improvements or modifications; oversees the building of scenery and scenic crews.
2. Creates and executes imaginative set and lighting designs in a variety of styles; operates and maintains technical equipment; hangs all lighting instruments and runs cabling; mounts scenery onstage; coordinates and performs duties related to scenic construction, property construction, set dressing, and scenic painting.
3. Responds to requests for information; interprets and applies regulations, policies, procedures, systems, and rules.
4. Maintains all equipment needed for successful and safe operations, including, but not limited to, lighting and sound systems and power and hand tools; assists with purchasing construction materials, equipment, and supplies; assists with preventative maintenance of tools, equipment, and facilities needed for successful stage productions and other functions under technical services, including carpentry tools, painting equipment, lighting facilities, and production equipment.
5. In coordination with assigned faculty, assists and oversees student training in technical theater and safe work procedures, including constructing sets, prop development, and operation of hand tools, power saws, and welders; assigns tasks to students and provides feedback on student's scenic work.
6. Assists in planning and scheduling departmental productions.
7. Prepares and maintains records of expenditures and current account balances related to production costs.
8. Participates in District-provided in-service training programs.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
2. Fundamentals of theater, stagecraft, stage operation, lighting and set design, floor plans, elevations, and construction.
3. Stage construction methods and techniques.
4. Theater safety rules and regulations.
5. Principles of theatrical lighting and acoustics.
6. Proper microphone setup and wiring practices.
7. Basic electrical and electronic principles.
8. Mathematical principles.

Ability to:

1. Plan, oversee, coordinate, review, and evaluate technical theater operations and activities.
2. Plan, schedule, assign, and oversee activities of assigned staff, inspect the work of others, and maintain established quality control standards.
3. Operate a variety of technical theater equipment.
4. Observe safe work methods, make appropriate use of related safety equipment, and train others in proper and safe work procedures.
5. Maintain facilities and equipment to ensure proper operating condition.
6. Lay out and estimate costs for labor and/or materials for assigned performances.
7. Coordinate set construction operations with all stakeholders.
8. Ensure the development and construction of aesthetically pleasing sets.
9. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
10. Maintain accurate logs and records of work performed.
11. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
12. Exercise independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree with coursework in theater production or a related field and four (4) years of directly related theatrical experience in set and light design and technical direction; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and/or theater facility setting and use standard

office equipment and/or theater equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; work at heights requiring the use of safety equipment; and push and pull drawers open and closed to retrieve equipment and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a theater environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, but are occasionally exposed to loud noise levels, cold and/or hot temperatures, chemicals, mechanical and/or electrical hazards, and working at heights. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.