

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Production Coordinator

BASIC FUNCTION: Under the supervision of the area Director, responsible for all technical aspects (construction and development) related to Performance Riverside; acts as liaison between the production scenic designer, director, properties designer, carpenter, and electrician.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Assists in developing performance programs.
2. Helps in coordinating performances.
3. Oversees and assists with scenic design, construction and lighting.
4. Assists scenic designer with development of scenic design for Performance Riverside productions, including redesign of rented scenery to accommodate existing facility.
5. Transfers scenic drawings and renderings into “working” drawings for construction.
6. Procures and coordinates scenery and technical aspects of Performance Riverside productions, including set construction and implementation.
7. Assists scenic designer with painting and set decoration, as needed.
8. At the request of the appropriate manager, estimates and places material orders as needed for construction of scenery; prepares requisitions for purchase orders.
9. Coordinates production activities with the Theater Scenic Specialist, interns and part-time technicians.
10. Plans and implements auditorium repairs and maintenance, as well as basic maintenance of stage, shop and backstage areas.
11. Coordinates rental of District scenery to other organizations.
12. Plans and implements remodels under the direction of the appropriate manager and upgrades of Landis Auditorium, and places orders to purchase maintenance and capital supplies.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution.

EXPERIENCE: A minimum of four years of directly related experience as a theater technical director, including technical budgeting and purchasing, and working with technical personnel is required. Experience and knowledge of theater lighting, sound, properties and scenic design is desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Theatrical blueprints and construction standards.

ABILITY TO: None.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental personnel, interns, carpenters, electricians, and part-time technicians.

WORKING CONDITIONS: Theater environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.