

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Theater Production Coordinator	Range:	45
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for coordinating, supervising and providing technical direction and assistance for college theatre productions; and coordinating related communications and activities with campus and community groups.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates and provides technical direction and supervision for theater productions including directing rehearsals, performances and striking of sets.
2.	Coordinates, oversees and participates in performance preparation activities such as lighting, sound, rigging and set construction.
3.	Plans, organizes and coordinates the use of facilities with various departments and staff, outside performing groups, community groups and the general public.
4.	Coordinates the communication and activities related to theater productions with District departments and personnel, outside performing groups, community groups and the general public; attends various meetings as required.
5.	Picks up and delivers supplies and equipment to assure necessary items are provided when needed.
6.	Operates a variety of equipment and machinery related to theater production including sound and lighting equipment.
7.	Organizes, schedules and coordinates rental and use of facilities; maintains calendar of events.
8.	Assures the maintenance of theater facilities and equipment in proper condition; arranges for equipment repair as necessary.
9.	Prepares and maintains a variety of records and reports such as rehearsal schedules, records of ticket sales, billing information, and other records and reports.
10.	Prepares and monitors equipment and supply budgets; estimates purchase costs and orders equipment and supplies as necessary.
11.	Oversees the maintenance and enforcement of fire, safety and health regulations.
12.	Trains and provides work direction and guidance to others as directed.
13.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

WORKING RELATIONSHIPS

The Theater Production Coordinator maintains frequent contact with Music and Theater Arts Department faculty, staff, students, and outside vendors and community members.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Theater with emphasis in theater production design, technology or management
Minimum of five (5) years of increasingly responsible experience in various fields of theater production including experience in a lead capacity

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of management, organization and supervision of stage operations including lighting, sound, rigging, and set construction
Knowledge of methods, equipment, materials and terminology used in theatre production management
Knowledge of stage set design, color harmony, floor plans, elevations and construction
Knowledge and operation of sound equipment such as microphones, amplifiers and loudspeakers
Knowledge and application of fire regulations and other safety codes
Knowledge of the proper storage and maintenance of equipment and tools
Knowledge of record keeping techniques
Knowledge of budget preparation
Ability to coordinate and provide technical direction for theater productions
Ability to oversee and participate in performance preparation activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to assign and direct the work of others
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

College theater environment; subject to performing electrical work involving high voltage; subject to performing work at great heights; subject to lifting, bending, standing, pushing and climbing; subject to fumes from paint and dust.
