

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Theater Production Coordinator	Range:	45
Date Revised:	September 11, 2018	Date Approved:	April 8, 2003

## **PRIMARY PURPOSE**

This position is responsible for coordinating, supervising and providing technical direction and assistance for college events held in the theater and other campus facilities; 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.*

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| 1.  | Coordinates and provides technical direction and supervision for events held in theater facilities and other campus facilities including rehearsals, performances and striking of sets.  |
| 2.  | Coordinates, oversees and participates in performance preparation activities such as lighting, sound, rigging, video, set construction, and production meetings with departments and community groups.   |
| 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 events held in theater and other campus facilities with district, campus, 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, lighting, video and rigging equipment.  |
| 7.  | Organizes schedules and coordinates staffing, rental and use of theater facilities and other campus facilities; maintains calendar of events. Gathers and evaluates insurance documents for community groups using facilities.   |
| 8.  | Assures the maintenance and safety 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, supply and labor budgets; estimates purchase costs and orders equipment and supplies as necessary. Reconciles aforementioned budgets at year end.   |
| 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, safe and timely manner.   |
| 14. | Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events. |
| 15. | Performs related duties as assigned.   |

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## **OTHER FUNCTIONS**

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## **WORKING RELATIONSHIPS**

The Theater Production Coordinator maintains frequent contact with Music, Theater Arts, Athletics, faculty, staff, students, administrators and outside vendors and community groups.

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## **EDUCATION AND EXPERIENCE**

### Minimum Qualifications

Minimum of five (5) years of increasingly responsible experience in various fields of theater production including experience in a lead capacity or Bachelor's Degree in related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of management, organization and supervision of theatrical operations including lighting, sound, rigging, video and set construction

Knowledge of methods, equipment, materials and terminology used in theatre production coordination

Knowledge of stage set design, color harmony, floor plans, elevations and construction

Knowledge and operation of both analog and digital sound equipment

Knowledge and operation of current lighting equipment including conventional and intelligent fixtures

Knowledge of TCP/IP based show networks for both lighting and audio systems

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 and standard financial reporting

Knowledge of budget preparation, maintenance and reconciliation

Knowledge of theatrical events in an educational environment.

Ability to coordinate and provide technical direction for theatrical and special events

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, schedule and prioritize work

Ability to meet schedules and time lines

Ability to assign and supervise 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

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## **SPECIAL REQUIREMENTS**

A valid California Driver's License

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**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.

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