Employment Opportunity

Performing Arts Complex Assistant
Visual, Applied and Performing Arts - - CL13-29

Apply by: Tuesday, May 14, 2013

About the position:
The currently advertised full-time assignment will assist the Performing Arts Complex Coordinator in all phases of the operation of Cabrillo’s Performing Arts Complex, as well as provide technical advice to individuals and groups staging productions in the Performing Arts Complex. A Performing Arts Complex Assistant eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties: Under general supervision of the Dean of Visual, Applied and Performing Arts or designee:

- Assists in coordinating and overseeing the use and operation of the Cabrillo College Performing Arts Complex, which may require the use of a vehicle and forklift
- Provides input into the development of policies, guidelines and procedures related to Performing Arts Complex activities
- Confers with individuals and groups, both on- and off-campus and provides information regarding facility use, and available equipment
- Assists in coordinating activities and arranging details for rehearsals and performances; distributes information regarding the facility to interested parties and encourages use of the facilities
- Implements guidelines and procedures for scheduling the Cabrillo College Performing Arts Complex
- Provides expert technical assistance to those using the theater equipment
- Provides advice to users regarding performance production aspects
- Enters and retrieves data from a personal computer to produce reports regarding expenditures, schedules, production estimates, and other matters
- Recruits and directs the work of part-time staff and student assistants to provide technical production and ushering support
- Provides instruction to staff and volunteers in work and safety procedures
- Resolves production and facility use problems
- Recommends equipment maintenance and purchase
- Maintains records of and takes inventory of theater equipment
- Maintains accurate records and files
- Serves as the Performing Arts Complex Coordinator on a relief basis
- May operate lights, sound and other equipment during rehearsals and production
- Performs related duties as required or assigned and specialized duties as follows

The Performing Arts Complex Assistant may be assigned one or more specialized responsibilities as represented by, but not limited to, the following:

Sound:
- Designs, assesses, and produces effective sound for theater, music, dance and community productions
- Oversees the set-up and operation of sound and staging equipment for a variety of performing arts performances
- Connects sound equipment using a patch bay system
- Uses and maintains wireless microphone systems
- Provides technical support for balancing sound and adjusting equipment during rehearsals and performances
- Performs routine maintenance and repairs equipment such as replacing line, cable and blocks; ensure line-set equipment is in safe working condition
- Uses a forklift to safely move equipment as needed
**Lighting:**
- Designs, assesses, and produces effective lighting for theater, music, dance and community productions
- Sets-up, focuses and operates light fixtures and auxiliary equipment
- Operates lighting during performances
- Performs routine maintenance and repairs equipment such as replacing lamps and damaged color filters or patterns; ensures lighting equipment is in safe working condition

**Minimum Qualifications:** Equivalent to completion of two years of college with major coursework in a performance or performing arts production or management curriculum or in a field related to the work and two years of experience in overseeing, coordinating or managing a performance arts facility or organization. **Please note:** Additional experience as outlined above may be substituted for the education on a year-for-year basis.

**Knowledge of:**
- Theatrical terminology
- Technical requirements and procedures for the production of varied theatrical activities
- Principles and practices used in lighting, sound design, rigging, and production
- Lighting and sound equipment use, storage and maintenance
- DMX control system and protocols, including intelligent lighting and special effects equipment
- Basic electricity and electronics, and the capabilities of various sound and lighting equipment
- Safe work methods and safety practices and procedures related to the work
- Use and maintenance of a variety of different sound and lighting equipment
- PA and digital sound systems, including computerized design and editing
- Budgetary, administrative and coordinative techniques and methods related to the operation of a performing arts facility
- Technical requirements and procedures for the production of varied performing arts activities
- Techniques for effectively dealing with individuals from various cultural backgrounds
- Standard office practices, including recordkeeping, and the use of computer applications related to the work
- Business mathematics
- Basic supervisory principles and practices

**Skill in and ability to:**
- Assist in the coordination and oversight of a performing arts complex
- Interpret, apply and explain policies, rules and regulations
- Read design plots
- Assess and resolve technical problems
- Schedule, direct and review the work of others
- Use a personal or on-line computer with appropriate applications related to the work
- Effectively perform duties safely and provide work and safety instruction to others
- Exercise sound judgment within policy and procedural guidelines
- Maintain accurate records and files
- Prepare clear and effective written materials
- Establish and maintain effective working relationships with those contacted in the course of the work

**Other Requirements:**
- Must possess and maintain a valid California driver’s license during the course of employment
- Must be willing to work evenings and weekends, depending upon rehearsals and performance schedules
- Must possess sufficient strength and stamina to safely lift and maneuver equipment weighing up to 75 pounds; moving heavier equipment with material handling equipment and ability to be forklift certified
- Must be able to safely climb ladders and use personnel lifts in order to hang lighting fixtures and rigging
Salary: *$3,273 to $3,609 per month to start; seven step schedule to $4,387 per month. Full-time assignment, 9 months per year; Sunday through Thursday, 8:00 a.m. to 5 p.m., some evenings and/or weekends as required. Classified employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

* Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

**How to Apply:** Application forms may be obtained via the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
or FAX to: (831) 477-3545

**Each Applicant Must Submit:**

a) Completed and signed Cabrillo College classified employment application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Criminal History Inquiry Supplemental to Application
e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)

Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested.

OR

Verification of experience qualifications:

- Experience may be substituted for the education requirement on a year-for-year basis. Applicant must provide written evidence that proves additional experience is equivalent for purposes of substitution.

f) Copy of current driver's license

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:** Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:** All application materials MUST be received in the Human Resources Department by:

Tuesday, May 14, 2013. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.