PERFORMING ARTS COMPLEX ASSISTANT

DEFINITION

Under general supervision, assists in the coordination and oversight of technical production aspects of the Performing Arts Complex, which includes the operation and maintenance of equipment; assists the Performing Arts Complex Coordinator in all phases of Performing Arts Complex operations, which consists of a main stage theater, recital hall, and experimental theater; performs professional level work in the production of performances; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This single position class has a dual role: assisting the Performing Arts Complex Coordinator in all phases of the operation of an on-campus Performing Arts Complex, as well as providing technical advice to individuals and groups staging productions in the Performing Arts Complex. This class is distinguished from the Performing Arts Complex Coordinator in that the latter has responsibility for the day-to-day operation of the Performing Arts Complex.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in coordinating and overseeing the use and operation of the Cabrillo College Performing Arts Complex (E)
- Provides input into the development of policies, guidelines and procedures related to Performing Arts activities (E)
- Confers with individuals and groups, both on- and off-campus and provides information regarding facility use, and available equipment (E)
- Implements guidelines and procedures for scheduling the Cabrillo College Performing Arts Complex (E)
- Provides expert technical assistance to those using the theater equipment (E)
- Provides advice to users regarding performance production aspects (E)
- Enters and retrieves data from a personal computer to produce reports regarding expenditures, schedules, production estimates, and other matters (E)
- Recruits and directs the work of part-time staff and student assistants to provide technical production and ushering support (E)
- Provides instruction to staff and volunteers in work and safety procedures (E)
- 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 (E)
- Resolves production and facility use problems (E)
- Recommends equipment maintenance and purchase (E)
- Maintains records of and takes inventory of theater equipment (E)
- Maintains accurate records and files (E)
- 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 (E)
- Oversees the set-up and operation of sound and staging equipment for a variety of performing arts performances (E)
- Connects sound equipment using a patch bay system (E)
- Uses and maintains wireless microphone systems (E)
- Provides technical support for balancing sound and adjusting equipment during rehearsals and performances (E)
- Performs routine maintenance and repairs equipment such as replacing line, cable and blocks; ensure line-set equipment is in safe working condition (E)
- Uses a forklift to move equipment as needed (E)

**Lighting:**
- Designs, assesses, and produces effective lighting for theater, music, dance and community productions (E)
- Sets-up, focuses and operates light fixtures and auxiliary equipment (E)
- Operates lighting during performances (E)
- Performs routine maintenance and repairs equipment such as replacing lamps and damaged color filters or patterns; ensures lighting equipment is in safe working condition (E)

(E) = designates essential functions

**QUALIFICATIONS**

**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 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
- 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 drivers 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 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

Education and Experience:

A typical way of gaining the knowledge, skills and abilities outlined above is:

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.

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