Cabrillo College

PERFORMING ARTS COMPLEX COORDINATOR

DEFINITION

Under direction, coordinates and oversees the use of the College Performing Arts Complex, which consists of a main stage theater, recital hall, and experimental theater; performs professional level work in the production of performances by faculty, students, community groups and professionals; and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This single position class is responsible for overseeing staff and activities related to the functioning of the Cabrillo College Performing Arts Complex, which are used by both on-campus and off-campus groups. Successful performance of the work requires both organizational skills and written and oral communication skills to ensure that College regulations and policies are followed while providing maximum facility use and resultant income to the College.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares, recommends and implements guidelines and procedures related to the safe use and operation of the Cabrillo College Performing Arts Complex (E)
- Coordinates and oversees all activities of the Performing Arts Complex (E)
- Confers with faculty and administration to determine on-campus use of the facilities (E)
- Confers with individuals and groups, both on-and off-campus and provides information regarding facility use, and available equipment (E)
- Prepares, recommends, and implements guidelines and procedures for scheduling of the Cabrillo College Performing Arts Complex (E)
- Recommends equipment purchase and monitors expenses (E)
- Arranges for facility and equipment maintenance and ensures timely and appropriate completion (E)
- Instructs staff and volunteers in work and safety procedures, including the proper operation and minor maintenance of lighting, sound, communication, draperies, seating and other facilities and equipment (E)
- Acts as liaison between theater users and College staff, coordinating activities and arranging details for rehearsals and performances (E)
- Distributes information regarding the facilities to interested parties and encourages use of the facilities (E)
- Resolves production and facility use problems (E)
- Receives, inspects and arranges for the proper and safe storage of Performing Arts Complex equipment (E)
- Maintains records of and conducts periodic inventories of such equipment (E)
- Recruits, selects and schedules part-time staff and student assistants to provide technical production and ushering support (E)
- Maintains accurate records and files and prepares reports, correspondence and other written materials related to the work (E)
- 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 Coordinator 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:

- Principles and techniques of overseeing a theatrical facility operation and maintenance
- Technical requirements and procedures for the production of varied performing arts activities
- Operation and maintenance of theater facilities and equipment
- Theatrical terminology
- 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
- Organizational, scheduling and administrative principles and practices
- 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
- Basic budgetary principles and practices
- Standard office practices, including recordkeeping and the use of computer applications related to the work
- Business mathematics
- Basic supervisory principles and practices
- Techniques for dealing with individuals from diverse cultural and ethnic backgrounds
Skill in and ability to:

- Coordinate and oversee the operation of performing arts complex
- Plan, organize and assume responsibility for the operations and maintenance of the 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 instruction to others in work and safety procedures
- 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 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 and skills outlined above is:

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