

Job Description

Position Title: CFA Technical Operations Coordinator

Job Family: Production Theatre

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

The CFA Technical Operations Coordinator supports technical requirements for all College spaces located at the Center for Fine Arts. Serves as site and technical supervisor for all venue rentals and events. Ensures the operational safety of all venues, with a focus on patron satisfaction. Supports all productions, events, and rentals. Coordinates staffing assignments to ensure smooth and effective operations. Serves as technical director when required.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Ensures theatrical and technical features for dance, music, and other college events are available and operational according to event requirements.
2. Hangs and services lighting and lighting board, projectors, rail systems, speakers, microphones, and sound boards; evaluates special requests for feasibility.
3. Engages with designers, students, renters, and staff regarding technical and staffing requirements for events and performances; works with event directors to establish timelines and expectations.
4. Schedules temporary support staff to ensure smooth and effective technical operations during events and performances.
5. Serves as Site Supervisor during theater productions and events, providing on-site guidance, troubleshooting, and technical expertise; assists with event breakdown.
6. Assists in the supervision of box office staff, which may include temporary employees and community volunteers; may approve timesheets for temporary employees.
7. Assists the Manager for the Center of the Arts with scheduling venue rentals for theatrical productions; leads tours for rentals and groups; communicates with College employees and community members regarding venue availability and event requirements.
8. Completes post-event assessment of staffing, space and equipment use; provides Manager for the Center of the Arts with venue settlements for billing,
9. Ensures adherence to theater safety protocols for producers, performers, and patrons; enforces occupancy codes and fire lane observance; ensures clear pathways; makes safety announcements.
10. Conducts annual testing and inspections for compliance with local and national safety mandates.

11. Identifies venue and equipment maintenance and repair needs; coordinates and/or performs repairs, replacements, and requests; inventories equipment; evaluates equipment condition before and after each rental and performance.
12. Communicates with M&S Dispatch regarding air conditioning and cleaning requirements.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge of project management principles
4. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
5. Skill in effective communication (both written and oral)
6. Skill in positive, productive and flexible customer service
7. Skill in performing a variety of duties, often changing from one task to another of a different nature
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Provides lead work, advises and/or guides students or temporary workers. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Theater or a closely related field of study required.
 - Up to One (1) year of related theatrical technology experience.
 - One (1) to Three (3) years of related experience with theatrical production preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of moderate (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as tight spaces, high places, electrical current, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Work schedule is based upon scheduled events; Works some evenings and weekends
- Pre-employment Background Check Required