

# Job Description

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Position Title: Theatre Coordinator

Job Family: Production Theatre

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

## Position Summary:

The Theatre Coordinator supports all technical requirements for three (3) theater complexes. Serves as site supervisor for venue rental; ensures venue operates in a safe manner with focus on patron satisfaction. Assists theater productions and implements a theatrical feature for dance and music productions. Creates work schedules. Repairs, replaces, or requests theatrical equipment.

## 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. Supervises a variety of technical enhancements for theatre complex.
2. Implements all the theatrical features for dance, music, and other college events.
3. Provides assistance for theater productions and events.
4. Assists supervision of box office staff.
5. Schedules venue rentals for theatrical productions.
6. Ensures adherence to theater safety protocols for producers, performers, and patrons.
7. Repairs, replaces, or requests theatrical equipment as needed.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Knowledge of project management principles
3. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive and flexible customer service
6. Skill in coordinating and monitoring the work of others
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

## Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments.

## 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.

## 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 high places.
- **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:**

- Works some evenings and weekends
- Pre-employment Background Check Required