

## **THEATER TECHNICAL COORDINATOR**

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### **DEFINITION:**

Under general direction, to design and construct theater sets; to provide technical support and direction during productions in the College's theater; to oversee students and others assisting in set creation and performance production; to order and maintain inventory of necessary tools, equipment and supplies; and to perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This classification provides technical coordination for both instructional and community use of the on-campus theater and associated equipment, working closely with instructional and community theater users, and exercising skill in various crafts to build, install, maintain and repair sets, lighting and sound equipment, and related theater appurtenances.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Confers with instructional staff and community theater users to determine production schedules, set, prop and scenery needs, and sound and lighting needs;
- Serves as technical director for all theater productions, guiding, assisting and overseeing student and community stage hands, lighting crews, and sound technicians;
- Researches style, architecture, furnishings and other information related to the era simulated in the production, to provide authenticity;
- Develops rough sketches and detailed plans and elevations of sets;
- Builds cost-effective, creative sets, props, rigging, and stage safety features using a wide variety of materials including lumber, piping, metal framing and tubing, fabric and panel surfaces, paint, and other materials;
- Operates and maintains a variety of hand, electric and pneumatic tools and equipment including saws, drills, sanders, sandblasters, routers, pipe cutting and threading tools, welders, painters, forklifts, and trucks;
- Purchases and maintains inventory of equipment, materials and supplies for theater productions;
- Evaluates, selects and recommends hiring of outside help;
- Sets up and programs lighting and sound for productions using computerized equipment;
- Installs, maintains and repairs lighting and sound equipment;
- Supervises and guides the work of students and temporary help in the construction and painting of sets, set up, tear down, and clean up for productions;
- Maintains a variety of logs, records and files;
- Coordinates with others regarding building maintenance needs, outside repairs, and related.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Set up, operation and maintenance of a wide variety of theater lighting and sound equipment.

Principles and practices of set design, construction, rigging and tear down.

Techniques, tools, equipment and materials used in carpentry, metal working, electrical and painting trades as applies to set construction.

Resources for identifying architectural style and other elements of historical periods.

Perspective, actor-set interaction, and other elements of set design; mechanical drawing.

Skill in:

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Installing, operating, and maintaining a wide variety of theater lighting and sound equipment.

Designing, drawing and constructing creative, effective sets and scenery in a cost effective manner.

Guiding and directing students, community members, and temporary workers in technical theater work.

Safety and safe working practices related to use of hand and power tools, overhead rigging, and other aspects of theater technical production.

Reading and interpreting drawings, blueprints, schematics and manuals.

Maintaining accurate records and files.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to work schedules related to theater productions including nights and weekends.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of an Associate of Arts degree with major coursework in technical theater arts, construction technology or a closely related field, and two years of experience in technical aspects of theater lighting, sound production and set construction.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Lifting and carrying heavy materials, furniture, and equipment; climbing, crawling, and stooping to reach work; manual strength and dexterity to operate tools and equipment, and pull, push or manipulate heavy objects against resistance; working in temperature extremes and inclement weather; working aurally on ladders and n k