



CLASS SPECIFICATION FOR:

Recreation Theater Technical Coordinator

General Statement of Duties:

Under general direction, designs, coordinates and manages the technical requirements of assigned community theater(s); maintains all theatrical lighting, sound/audio, visual and projection equipment; creates original lighting, sound and set design; does related work as required.

Distinguishing Features of Class:

An employee in this class maintains all theatrical lighting, sound/audio, visual and projection equipment and related inventories; designs, constructs and engineers lighting, sound and stage equipment for cultural and performing arts programming at County-owned community theaters and/or special events; assists with site management as assigned; and instructs or assists various equipment users in safe and appropriate use. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations. The incumbent works independently and on own initiative and receives general supervision with difficult or unusual problems discussed with the supervisor.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Operates or directs the operation of lighting, sound, and projection equipment;
- Designs, constructs and engineers lighting, sound and stage for cultural and performing arts programming at County-owned community theaters;
- Creates original designs or repurposes existing stage sets based on analysis of the production's script and style;
- Develops, plans and manages lighting composition relative to instrument selection, location, color media, intensity and cueing;
- Creates and maintains plans/blueprints of theatrical lighting, sound and projection systems and setups;
- Provides instruction, advice and guidance to community groups in presenting theater productions in County-owned community theaters, including coordinating technical logistics for events;
- Works with technical representatives of outside performing arts groups to establish technical requirements supporting professional productions;
- Initiates and schedules maintenance and repair of all theatrical lighting, sound and projection equipment and maintains related and expendable stock item inventories;
- Schedules facility, staff and volunteers and oversees technical activities on event days and facility use as required;
- Trains, supervises, schedules and provides performance feedback for assigned volunteers, temporary/seasonal staff, contractors and interns;
- Secures and schedules vendors and Division personnel for programs and events as required;
- Assures ongoing compliance with applicable safety codes, including during events;
- Researches and writes specifications for theatrical technical equipment purchases and budget proposals;
- Contracts with identified resources according to current procurement and fiscal guidelines;
- Oversees contracted resources to ensure delivery of services as contracted, reviews contractors' invoice for accuracy and approves payment, including submitting any required paperwork (paper and electronic);
- Evaluates contractors for quality of services provided and adherence to contract specifications and recommends continuation or termination of future use of contractor;
- Recommends upgrades and changes in facility layout/designs and or equipment as required;
- Prepares cost projections for identified and proposed upgrades, changes, inventories and contracted services;
- Accurately tracks, monitors and manages expenditures within approved Cost Center Budget;
- May collaborate with the department's marketing staff to promote programming and other assigned activities;
- Participates in interviewing, selection and hiring of temporary/seasonal staff as well as contractors, volunteers and interns;
- Trains, supervises, provides performance feedback and schedules volunteers, temporary/seasonal staff, contractors and interns;
- Assists with facility programming, concession stand operations, and event activities County-wide as assigned;
- Assists with various operational functions at facility as needed including but not limited to reservations, payments, etc.;
- Assists with daily facility operations as assigned and serves as a site manager in the absence of the Supervisor and/or Manager;



CLASS SPECIFICATION FOR:

Recreation Theater Technical Coordinator

Examples of Assigned Duties continued:

- Assists with the development of short and long-term goals and their implementation plans;
- Coordinates and oversees facility and equipment repairs and maintenance as needed;
- Provides technical expertise to other staff, public, vendors and others, including serving as mentor to other coordinators;
- Interacts with the public and others outside the assigned area's staff and operations to obtain and provide information and assistance in a variety of circumstances and address concerns;
- Maintains current knowledge of assigned area's best practices and guidelines as well as latest equipment and tools;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Serves on various committees and boards as liaison between the community and the County as assigned;
- Leads or handles special projects;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of the techniques and theory relative to sound and lighting effects and associated equipment and control consoles, projection equipment as well as stage design and construction; knowledge of strategic planning principles and theories to ensure event programming and the County's technical resources meet the needs and interests of target audiences and County's goals; considerable knowledge of varying types of demographics and associated needs and experience in planning a wide range of technical theater activities; ability to work effectively as a team member and/or leader; knowledge of strategic planning principles and theories; knowledge of applicable safety codes; ability to plan and implement the technical requirements of the theater; ability to prepare required plans and related reports; basic supervisory skills with the ability to train and supervise the work of interns, volunteers, citizens, temporary and/or seasonal staff; ability to establish and maintain effective working relationships with the public, theater and performing arts professionals, performing arts organizations, ability to establish and maintain productive relationships with County officials, employees, interns, volunteers, the public and private organizations and business, civic volunteer groups, the general citizenry and co-workers; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; ability to multitask and effectively manage competing priorities and make sound decisions; sound project management skills; physical condition that permits the activities necessary in and inherent to technical production and coordination activities and the use related tools, equipment and other inventory relevant to theaters' technical equipment and productions; ability to develop and maintain detailed accurate records and to make regular and special reports; effective oral and written communications skills; accounting or other financial skills with sufficient ability to develop budget projections and manage expenditures in accordance with County Finance policies and manage operations effectively within an approved budget; time management skills; excellent organization skills; good knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data and use common office and department specific software; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Four (4) year degree in theater management or other relevant field;

Experience: Six (6) years of relevant work experience involving responsible technical theatrical experience involving work with lighting, sound and stage sets;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Requires a valid driver's license.