

## **TECHNOLOGY AND PRODUCTION COORDINATOR**

### **CLASS SUMMARY**

Work independently or with very general making high level technical decisions. Has a high level of autonomy to choose the overall engineering and technical approach to project design. Coordinate the fabrication and construction of performance projects; determines, at need, appropriate action(s) to resolve problems that occur during performances for all events in performance spaces; maintains, operates, and makes repairs to theater lighting, rigging, sound, projection and other stage and scene shop equipment; Responsible for planning, analysis, design, development, testing, implementation and maintenance of lighting control network systems; maintains virtual lab computers and software upgrades; maintains shop and storage areas; monitors to ensure adherence to all relevant fire code and safety regulations and procedures; enforces established district policies and procedures for use of theatre facilities; performs related duties as required. Direct the work of faculty, staff, and students in scene shop. Serve as the technical resource person to faculty, students, and staff in the operation of theatre related equipment. Maintain comprehensive knowledge of all Entertainment Technology practices and technology trends.

### **REPRESENTATIVE DUTIES**

**Project Coordination:** identify scope of work for performance projects; develop detailed task list and interdependencies; estimate time requirements; identify critical milestones; identify and assess risks; prepare contingency actions; coordinate project activities with project faculty and staff. Identify vendors necessary for completion of projects; coordinates the scheduling and workload of hourly staff and student workers to ensure that sets and props meet designers'/directors' specifications, are appropriate for productions, constructed safety, and completed according to established production timelines; determines appropriate action(s) to resolve problems that occur during performance such as missed cues, ad-libbing, improvisations, or technical malfunctions; directs the work of faculty, student assistants, hourly personnel, and stagecraft/technical production class in lighting hang and focus audio set-ups, construction of sets, load-ins and strikes; designs the rigging systems of scenic units for flying and determines the appropriate methods and materials for attachment to cables, ropes and battens, test and evaluates systems after completion; repairs and maintains in good working condition all tools, machinery, equipment, and work areas within the stage house, control booth, scene shop, and annex; working with the Phillips Hall Technical Director, coordinates productions and/or events of on-campus non-division users and off-campus/community groups including lighting, sound, set or stage arrangement, projection, curtain, etc.; during production oversees all aspects of theatre operations to enforce policies and procedures, ensure compliance with fire codes and health and safety regulations, maintain an orderly front-of-house, and assure a successful performance; drives to pick up materials and supplies, and to pick up/return stage equipment and props.

## **TECHNOLOGY AND PRODUCTION COORDINATOR cont'd**

**Planning:** assess current calendars and schedules, processes, and available resources; develop completion plans for projects. Define the scope of work based on the designs provided to the scene shop. Recruits, trains, and schedules staff for completion of performance projects. Makes recommendations on the latest industry trends and has in depth knowledge and awareness of the resource market place. Makes recommendations and implementations on structural and mechanical design, theatrical infrastructure, audio and lighting design, show control systems, and special effects, especially during construction.

**Analysis:** gather data to identify customer(departments) requirements; interpret and evaluate requirements of performance projects; define scope of work to meet customer requirements; identify time, technology, and resource constraints; develop high level CAD drawings and functional specifications; prepare cost/benefit analysis (feasibility study), alternative options with pros & cons, and risk analysis. Evaluate process after completion with appropriate departments.

**Design:** Using designer drawings, this position completes the necessary structural engineering for sets to evaluate if designs are conceivable. Alters designers drawings using CAD software as needed to ensure safety of students and staff. Creates construction drawings using CAD software for workload for Scene Shop. Designs lighting plots for use for the Entertainment Lighting Program's Virtual Lab. Designs and fabricates electronic and mechanical devices to meet the specialized facility and performance needs.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager and works along the side of Faculty Department Chairs during productions. It directs the work of part-time hourly personnel and student assistants; works closely with resident, off-campus, and community groups on productions, performances, concerts, lectures and other events. This class must have flexible work hours to accommodate day and evening performances or events.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to a Bachelor's degree in Theatre Arts/Technical Production emphasis and three year of responsible experience in professional theater, college drama, or other stage productions involving all of the major technical aspects such as rigging, lighting, sound and electrical equipment, and set design and construction. Must have demonstrated experience as a lead worker or crew head and the ability to schedule and prioritize work effectively.

## **TECHNOLOGY AND PRODUCTION COORDINATOR cont'd**

### **Knowledge and Abilities**

Knowledge of: materials, equipment, terminology, and methods used in technical production and set fabrication/construction including carpentry, welding, fabric covering, painting, and related techniques; drafting techniques used in theatre construction and the production of design and working drawings; stage rigging principles, equipment, safe practices, and USITT approved Guidelines for Stage Rigging; fire, safety, and health regulations relevant to theatre venues and scene shops; basic electricity/electronics principles and practices as applied to stage production; stage lighting terminology and equipment, lighting controls, sound systems, projection equipment, and related electric and electronic theater equipment and facilities, and of their safe and practical operation, maintenance, and repair; microcomputer applications as applied to technical theatre and shop operations; interpersonal communication skills using tact, patience, and courtesy.

Ability to: solve problems; function effectively as a lead worker; schedule and prioritize assigned tasks to meet established production timelines; take direction and plan work distribution accordingly; work a variable schedule; communicate and work effectively with a diverse student and employee population and the wide variety of on-campus and off-campus groups authorized to make stage presentations; assists producing groups in making proper and practical plans to meet production needs, and cooperate with them in production work; operate stage rigging, stage equipment and machinery, lighting, sound, and other electrical and electronic stage equipment and make minor design changes and repairs to same.

Physical Requirements: ability to lift heavy objects, climb ladders, and work in confined spaces.

License: valid California Motor Vehicle Operator's License; USITT approved stage rigging certification; certification in Heart Association CPR and/or Red Cross Advanced First Aid are highly desirable; individual membership in the United States Institute for Theatre Technology (USITT) is strongly encouraged.