

CITY OF SIMI VALLEY

CULTURAL ARTS CENTER TECHNICAL COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, plans, organizes, assigns and monitors the activities of staff and volunteers involved in the technical operations of the Cultural Arts Center. Directs the safe operation, maintenance, design, modification, and fabrication of all sound, lighting, mechanical rigging, and related technical systems used in support of stage productions and related events; maintains, repairs and purchases production equipment and supplies; supervises staff in the operation of the Center's sound and lighting equipment during productions; and performs related duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in and direct staff involved in the maintenance and operation of performance-related equipment at the Cultural Arts Center including lights and lighting control panels, sound equipment, microphones, sound boards, speakers, special effects equipment and other technical systems used during performances and rehearsals.
2. Supervise intern, contract, and other staff; select, schedule, evaluate, and train as needed.
3. Program sound equipment, lighting equipment, and other technical systems in advance of performances and productions; troubleshoot and resolve problems with production equipment.
4. Serve as technical representative for groups using the facilities; coordinate with production companies and other organizations using the facility to determine technical requirements; consult with creative directors, technical directors, and other production company staff regarding technical operations of the Cultural Arts Center.
5. Oversee, schedule and supervise the set-up and take-down of contract productions, ensuring proper care of the facility; coordinate with production company staff on sets, props, costumes and other items being delivered and set-up.
6. Coordinate the repair and replacement of theater production equipment, including lighting and sound equipment, special effects equipment, computers, and related equipment and electronics;
7. Supervise the purchase, construction and/or maintenance of sets, scenery and props; obtain quotes and bids on equipment, props, materials, and supplies; make recommendations for purchase.
8. Monitor the condition of equipment, including lighting, sound, and rigging equipment; arrange for the repair and replacement of necessary equipment.
9. Develop, implement and review policies and procedures to ensure safe practices and procedures used in technical production; train and direct staff and other production company personnel in safe work practices.

Cultural Arts Center Technical Coordinator (Continued)

10. Maintain a variety of files and records; enter and retrieve information into database; prepare reports, correspondence, forms, handouts, and related written materials as requested.
11. Attend and participate in meetings, seminars, and conferences; stay abreast of new trends and innovations in the field of technical operations of theater performance equipment.
12. Install, maintain, and support Box Office hardware and software systems; assist in maintaining related computer and electronic systems throughout the Center.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics and techniques used in theater production sound and lighting equipment.
Operations, services and activities of technical operations of theatre programs
Principles and practices of supervision.
Principles, methods, materials, equipment and tools used in technical operations.
Principles and practices of theatre sound engineering.
Principles and practices of stage lighting.
Methods and techniques in maintaining, installing, and repairing electrical and mechanical equipment used in stage productions.
Principles and practices of theatre stage rigging.
Set and scenery design and construction.
Theater pre-performance, performance, and post-performance activities.
Basic principles of operational characteristics of computer hardware and software.
Office procedures, methods, and equipment, including computers and applicable software applications.
Basic procedures, methods and techniques of budget preparation and control.
Modern office equipment including computers and applicable software applications.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes and safety regulations.

Ability to:

Supervise, direct, and schedule technical and support staff in technical production operations.
Oversee the safe technical operations of a performing arts facility.
Recommend the purchase and acquisition of theatre production equipment.
Operate and maintain equipment, materials, tools, and supplies used in technical production and set design.
Evaluate equipment needs and recommend repair or replacement of new equipment.
Troubleshoot theater equipment and computer problems.
Utilize standard office equipment including computers and related software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by coursework or training in theater operations, performing arts, or a related field.

Experience:

Four years related experience in technical operations of a performing arts facility, including one year in a lead worker or supervisory capacity.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of Pyrotechnic Certification desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office, theater, and stage environment; exposure to noise, dust and electrical energy; work with machinery; work at heights on scaffolding and ladders; exposure to electrical energy.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding technical duties; walk, stand or sit for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Adopted: August 2006