

## **POSITION DESCRIPTION**

### Performing Arts Shop Coordinator

---

**Position** ..... Performing Arts Shop Coordinator

**Department/Site** ..... Visual and Performing Arts

**FLSA** ..... Non-Exempt

**Evaluated by** .....

**Salary Range** ..... 36

#### **Summary**

Coordinates, schedules, and oversees crews, and performs technical work related to the construction of scenery and sets for college-based productions, and use of the scene shops and the performing arts facility by students, staff and the community. Maintains a safe and functional scene shop by repairing and inventorying the theater equipment.

#### **Essential Duties and Responsibilities**

- Plans and coordinates scenery construction by meeting with faculty and designers to determine needs, materials, budgets, timing, and crew requirements.
- Draws construction prints using computer-aided and/or manual drafting techniques. Prepares multi-dimensional views. Prepares material lists. Searches existing inventory for scenery and materials that can be modified to fit production needs.
- Constructs scenery and sets based on approved designs. Performs a variety of skilled carpentry duties such as, but not limited to, rough and finish work, painting, and assembly.
- Provides technical oversight, guidance, and training to student theatrical crew members in basic theater practices, scenery construction techniques, and safe work standards.
- Oversees the work of student helpers in the construction of scenery and sets. Plans and sequences construction and assembly steps, and schedules student crews accordingly to meet deadlines. Trains students in use of tools and construction techniques.
- Stores and inventories scenery that can be re-used. Removes and properly disposes of other scenery.
- Ensures the cleanliness and organization of the scenery shop and storage areas. Maintains continuous accessibility of the shop and storage areas to theater production, class, and outside group uses.
- Documents various work activities including labor and expenses associated with construction. Receives and processes invoices for purchased items.
- May develop work schedules for short-term employees and student workers.
- Performs other duties as assigned that support the overall objective of the position.

#### **Qualifications**

##### **- Knowledge and Skills**

- Requires working knowledge of the principles, techniques, methods, and equipment used in the construction of sets and scenery, and other technical aspects of theatrical production.
- Requires in-depth knowledge of the operational methods of a scene shop, including stage design and scene construction, painting and rigging.
- Requires in-depth knowledge of construction scheduling and sequence methods.
- Requires a working knowledge of the installation, maintenance, and repair of lighting, sound and other theatrical equipment.

## **POSITION DESCRIPTION**

### Performing Arts Shop Coordinator

---

- Requires knowledge of and skill in using computer-aided drafting and desktop productivity software. Requires skill in the use of hand and power tools that are required for scenery construction.
- Requires knowledge of safe work procedures.
- Requires sufficient math skill to compute distance, measurements, quantities, and load bearing requirements.
- Requires sufficient skill in the English language to prepare written instructions to student workers.
- Requires sufficient human relations skill to convey technical concepts to others, train, demonstrate, and assign work.
  
- **Abilities**
  - Requires the ability to carry out the essential functions of the position.
  - Requires the ability to plan, organize, sequence, and schedule scenery construction in a way that meets production goals.
  - Requires the ability to use computer-aided and manual drafting and drawing techniques to illustrate scenery and set construction.
  - Requires the ability to perform skilled carpentry duties such as rough and finish work and painting to achieve 3-dimensional effects.
  - Requires the ability to safely use and instruct others in the use of a variety of power and hand tools. Requires the ability to observe, practice, and train others in safe work habits.
  - Requires the ability to obtain certification and operate a forklift.

#### **Physical Abilities**

- Requires the ability to perform work of an active nature.
- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis.
- Requires the ability to push, pull, and guide materials over 75 pounds.
- Requires the ability to climb, stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials, observe 3-dimensional views, moving objects, and work-in-progress.
- Requires speaking ability to project voice to a small group. carry on ordinary conversations.

#### **Education and Experience**

- A high school diploma, or the equivalent, and three years of technical theater experience.

#### **Licenses and Certificates**

- Requires a valid driver's license and a forklift certificate within a reasonable time.

#### **Working Conditions**

- Work is performed indoors where safety considerations exist from physical labor and exposure to tools, moving objects, dust, and noise extremes.