

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **PERFORMING ARTS SPECIALIST**

*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 supervision, ensure maximum usage of performing arts facility by college users by effectively maintaining a level of consistent working integrity of the laboratory and related equipment; assist students in creating and operating the technical aspects of productions as they relate to instruction in the performing arts; assist with the technical dimensions of performing arts performances, school and community events, and the maintenance, operation, management, and coordination of performing arts facilities; participate with, and assist faculty and students with, the construction, preparation, and operation of sets, lighting, properties, sound, and other appurtenances; serve as contact and coordinator for students and groups requiring use of the on-campus performing arts venues; and oversee daily facility operations, maintenance, and capital projects with students and faculty.

### **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. Provide technical related learning assistance to students in a hands-on performing arts “laboratory” environment; assist faculty and discipline coordinator in establishment of procedures and programs to promote an environment conducive to maximum learning by student “laboratory” users.
2. Assist in the presentation of instructional programs in the performing arts facilities and other assigned areas, either on or off campus.
3. Design, program, install, and operate stage lighting and sound production elements in collaboration with faculty and students.
4. Construct and install scenic elements involved in theater production to maximize learning by students enrolled in technical programs and support high quality instruction.
5. Store, issue, receive, repair, maintain, and inventory tools, supplies, materials, and equipment; respond to instructor requests for tools, supplies, materials, and equipment.
6. Maintain all assigned facilities and equipment in accordance with safety standards; prepare related reports for instructors.
7. Assist faculty with orientations to equipment and safety protocols for students; assist faculty with training of students in appropriate safety procedures.
8. Supervise student and non-student hourly assistants and maintain student assistant records and assignment schedules.
9. Work with faculty in coordinating the scheduling of performing arts and other events in on-campus facilities with emphasis on preserving instructional priorities.
10. Meet with potential users of performing arts facilities to discuss services needed including technical details of productions, policies, procedures, and fees.

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11. Provide technical supervision of assigned facilities during rehearsals and performances, including audience control and handling emergencies as necessary.
12. Maintain database of facility usage and produce related reports for instructors.
13. Respond to instructor requests for in-class use of equipment according to established procedures.
14. Assist faculty and discipline coordinator in the selection, training, and scheduling of student assistants.
15. Assist faculty and the discipline coordinator with the pricing and ordering of equipment and operating supplies and in the development of annual and production budgets.
16. Work with faculty in representing the performing arts facilities to outside agencies and the college community as a whole.
17. Maintain inventory database and records of equipment.
18. Consult with vendors in relation to matters concerning the performing arts facilities.
19. Assist in the security of technical equipment, supplies, and documents.
20. Perform related duties as required.

**MINIMUM 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:**

1. Modern techniques, methods and applications of stage lighting and sound systems, as required by a variety of theatrical productions.
2. Principles and applications of set design and construction relating to stage productions.
3. Methods and techniques of stage operations including rigging, projections, sound and lighting installation and programming.
4. Basic electrical and mechanical principles and their application to stage and auditorium equipment.
5. Occupational hazards, safety standards, practices, and related legal regulations.
6. Basic principles and procedures of record keeping and filing.
7. Basic principles and practices of budget preparation and administration.
8. Techniques for coordinating operations and activities of a performing arts center.
9. Basic principles of supervision and training.
10. The skillful and safe use of the tools found in a theatrical shop.

**Ability to:**

1. Analyze needs of facility users including faculty and students.
2. Supervise students including to provide instruction and training, develop procedures, and evaluate performance.
3. Assist students and supervise others to assist students with problems relating to technical production assignments.
4. Understand and follow oral and written instructions.
5. Prepare written reports.
6. Install, program, and operate a variety of lighting and sound systems and equipment.
7. Construct and install theatrical set pieces and props.

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8. Maintain and repair tools and equipment.
9. Instruct others in the proper use of tools and equipment.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in performing arts or a related field.

**Experience:**

Two years of experience in technical theater or related production area.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**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:** Work is performed primarily in a theater setting; work with various sound and lighting equipment; exposure to electrical energy, noise, dust, smoke, fumes, noxious odors and gases; work around or operate power tools and equipment. Incumbents may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a theater setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift; carry; push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

4/17/01;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional