

PERFORMING ARTS PRODUCTION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating school and community events in the school auditorium/theater, working with faculty, students and the public in the implementation of theatre productions. The incumbent oversees the maintenance, operation and installation of audio-visual and other theatre equipment. The incumbent also produces educational and promotional electronic media. The work is performed under the general supervision of the Assistant Superintendent of Schools with considerable leeway allowed for exercise of independent judgment in carrying out the details of the work. The incumbent oversees student production crews working on various theater projects. Does related work as required.

TYPICAL WORK ACTIVITIES:

Meets with faculty/staff, students and community organizations to discuss use of the auditorium and schedules school and community events in the auditorium/theatre;

Oversees formation of student production crews and instructs them on proper procedures and methods on their assigned functional area;

Coordinates and participates in the set-up and dismantling of equipment for all functions in the auditorium/theatre;

Oversees all rehearsals and performances in the auditorium/theatre;

Serves as a resource for all aspects of auditorium/theatre usage;

Assists with the design and building of sets and the set-up of special school events;

Assists in developing and overseeing the annual budget as regards to the repair and purchase of theatre equipment and supplies;

Assists in the development of policies and regulations regarding facility use, maintaining the facility and equipment in a secure and safe condition, and reporting any potential issues regarding the facility;

Serves as a resource for all aspects of auditorium/theater usage;

May assist in the coordination of annual school and community dinners.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of stage mechanical and electrical operations and equipment;

Good knowledge of computerized stage lighting, video and sound reinforcement systems;

Good knowledge of methods and equipment used in planning and presenting live stage performances;
Good knowledge of stage design and set arrangement;
Ability to perform basic carpentry and painting for theatrical productions;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Ability to deal effectively with the public;
Ability to plan and supervise the work of student production crews;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with a Bachelor's degree in Theatre, Theatre Arts Management, Theatrical Production Arts, Theatre Arts or closely related field; or
- B) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with a Associate's degree in Theatre, Theatre Arts Management, Theatrical Production Arts, Theatre Arts or closely related field and two (2) years experience in stage production or coordination of school and/or community events; or
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (B); or
- D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).