

PRODUCTION COORDINATOR

PURPOSE AND NATURE OF WORK

Position is responsible for overseeing the technical aspects of events held at a performing arts center, and for assisting clients in developing technical plans related to the staging of events. Work involves coordinating crews operating technical equipment during events, and may require night or weekend work. Position supervises skilled, semi-skilled and unskilled workers, and reports to the Venue Administrator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists clients leasing the performing arts center with developing plans for staging events, provides technical assistance, estimates costs, and directs the work of technical employees in the preparation for events. Trains and supervises technical staff in stage lighting, sound and rigging systems. Provides technical support for the day-to-day operation of the center. Coordinates the maintenance of lighting, sound, and rigging systems. Prepares technical billing for events. Schedules technical staff for events, including pre- and post-production needs. Attends functions to supervise technical operations at events.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the standard methods, materials, tools and equipment of the mechanical, electrical and electronic trades applicable to the stage operation of a convention or cultural center.

Considerable knowledge of the principles and operating characteristics of stage lighting, sound and rigging equipment.

Considerable knowledge of the occupational hazards and necessary safety precautions applicable to the assigned work area.

Ability to plan, schedule and supervise the work of subordinates.

Ability to work with blueprints, rough drafts and schematics.

Ability to make cost projections based upon materials, equipment, time and labor.

Skill in the use and care of the standard tools and equipment of the trade.

Ability to establish and maintain effective working relationships with other employees, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by vocational training or college course work in electronics, electricity, industrial technology or theater arts, and progressively responsible experience in technical stage work; or any equivalent combination of training and experience.