



THEATER AND FINE ARTS ASSISTANT

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned supervisor, assist college staff and outside organizations during their contracted use of Fine Arts facilities; provide work direction to assigned staff.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Advise and consult with individuals and organizations during their contracted use of Fine Arts facilities.
2. Assist in the coordination and scheduling of events in the Smithwick Theater and other Fine Arts facilities.
3. Oversee the set-up and operation of lighting, sound, rigging, and staging equipment for events; coordinate related activities.
4. Operate all theatre equipment, including light board, sound board, power tools, counterweight fly, rigging systems, and hand tools.
5. Operate a computer utilizing standard and functional-related software and a variety of office equipment.
6. Perform minor repairs and maintenance to equipment.
7. Assist in the preparation of contracts and invoices for the use of the Theater and other Fine Arts facilities.
8. Report on needed supplies, equipment, and major repairs to Facilities Coordinator.
9. Prepare itemized usage reports of facilities, equipment, and labor for invoice purposes.
10. Prepare and maintain records regarding assigned activities; coordinate schedules and integrate activities with other parties-at-interest.
11. Assist in the development and monitoring of the Fine Arts facilities and Box Office Budgets.
12. Assist in the hiring and training of casual employees and student theater technicians; provide work direction and guidance to casual employees and student theater technicians.
13. Attend various meetings as required.
14. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Coordination and management techniques of theatrical events and personnel.
2. Methods, equipment, and materials used in the technical operations of a theatre production.
3. Operation and maintenance of specialized theatre production equipment.
4. Safety regulations and procedures.

5. Record keeping techniques.
6. Operation of a computer terminal and data entry techniques.
7. Modern office practices, procedures and equipment.
8. Correct English usage, grammar, spelling, punctuation and vocabulary.
9. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Consult with individuals and outside organizations regarding theatrical events.
3. Interpret, comply, and enforce applicable safety regulations.
4. Operate and maintain a variety of specialized theatre production equipment.
5. Plan and organize work.
6. Meet schedules and timelines.
7. Work independently with little direction.
8. Read, interpret, apply and explain rules, regulations, policies, and procedures.
9. Maintain records and prepare reports.
10. Communicate effectively both orally and in writing.
11. Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Any combination equivalent to:

1. Associate's degree in a related field
2. Two (2) years experience in facilities/theatrical management.

WORKING CONDITIONS:

Environment:

1. Indoor work environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and various theater equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Walking.
6. Climbing ladders to hang lighting fixtures and rigging.
7. Reaching overhead, above the shoulders and horizontally.
8. Bending at the waist, kneeling or crouching.
9. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Hazards:

1. Working on ladders or scaffolding.

Date Approved: October 29, 2001
EEO Code: H-50