

PERFORMING ARTS PRODUCTION SPECIALIST

DEFINITION

Under direction, performs skilled duties pertaining to the design, construction and maintenance of stage sets to support theatrical productions; works with production directors to design and produce scenery, lighting, sound and related production drawings, renderings and plans; researches and proposes set, lighting and sound options based on production time period and theatrical interpretation; coordinates with other production staff to enhance the overall impact and quality of the production; provides training and direction to stage production support staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized class within the Yosemite Community College District (YCCD). Incumbents work directly with performing arts production directors and support staff to design, develop and implement scenery, lighting, sound and related staging activities for theatrical productions.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a dean or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to the supervisor.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- Meets with theatrical production directors to discuss the planned production season, as well as general production design plans and staging requirements.
- Meets with directors of assigned productions to discuss desired stage set styles and proposed designs for the production; reviews the stage, lighting and sound budget and planned production schedules.
- Reviews the production script and the director's notes to develop staging plans; identifies elements necessary for establishing historical accuracy.
- Designs and develops theatrical production support systems and structures; plans and organizes and lays out assigned tasks; estimates material and labor costs.
- Designs, reviews and generates scenery designs including sketches, technical illustrations, descriptions, budgets and/or plans; develops and/or interprets lighting/sound plans; coordinates with contracted designers when required; reviews proposals with the production director and obtains conceptual and procedural agreement.

- Constructs, paints, assembles and installs stage sets based on plans and designs; chooses and orders materials such as wood, metals, paints, fabrics, chemical components, and other needed items.
- Interprets lighting plans; participates in the hanging/focusing of lights according to the light plot.
- Reviews sound plans; sets up a soundboard and microphones, as well as CD and tape equipment as needed.
- Prepares rigging of flying apparatus and special props as needed for the production.
- Determines the need for staging construction support; assigns and directs the work of support staff; provides training as needed.
- Ensures that the construction shop, the staging areas and the theater environment comply with all required safety regulations and guidelines.
- Attends rehearsals and makes needed staging adjustments.
- Operates and maintains theatrical production support systems, during production and pre-production phases; performs hardware and software diagnostic tests; serves as the technical director during live productions and special events.
- Monitors, analyzes and administers staging budgets; prepares purchase requisitions; monitors petty cash and staff support expenses.
- Coordinates and performs set maintenance; stores set items as appropriate after the production; maintains an inventory of all theatrical staging tools, supplies and equipment.
- Serves as a technical resource to others regarding stage design and production; advises directors, staff members and others regarding the technical aspects, methods and options in theater production.
- Independently responds to various inquiries and correspondence; prepares project status reports; attends meetings; may serve on committees and task forces; may develop and propose recommendations to improve theater facilities, systems, equipment and fixtures.
- Monitors and audits event schedules to insure the arrival of students and instrumentation/equipment for performances; prepares facility specification request forms.
- Helps with supporting outside community events that are using college facilities, particularly in areas related to sound, lighting, equipment and furniture.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is typically performed in an indoor environment, but requires frequent travel to various locations and may occasionally require exposure to hot, cold, wet, humid, or windy conditions.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Materials, equipment, procedures, and tools used in technical stagecraft construction, maintenance, and repair tasks.

- Design techniques for stage scenery, stage sound support, stage lighting and stage rigging.
- Graphic rendering techniques.
- Carpentry and construction techniques.
- Sound and lighting production processes.
- Safety requirements, policies, regulations, and guidelines pertaining to stage production facilities and equipment.
- Safe working methods and procedures.

Ability to:

- Design and create theatrical scenery, lighting and sound systems for productions as required.
- Skillfully perform technical production construction, maintenance, and repair tasks.
- Plan, organize, and lay out theater construction, maintenance and repair functions.
- Accurately estimate labor and material costs.
- Work from diagrams, shop drawings, and sketches.
- Maintain records and prepare complete and concise reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

- A valid license to drive in California is required.

Physical and Mental Standards:

- **Mobility:** ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** must have a full range of motion in the upper extremities; manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasional lift items up to 75 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time constraints.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Possession of an associate's degree from an accredited college or university, with major course work in fine art, performing art, set design, electrical engineering, carpentry or a closely related field. A bachelor's degree is highly desirable.

- Experience: Four years of full-scope theatrical set development that included design, budgeting, and construction.

Special Requirements:

- None

Class Adopted: 03/01/09

Class Amended: 07/01/22