



**City of Irving Job Description**  
**Assistant Technical Theater Coordinator**

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Arts & Culture
<b>Job Code:</b>	03251	<b>Reports To (Job Title):</b>	Arts Assistant Executive Director - Operations

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**PURPOSE**

Supervise Senior Theatre Technicians and assist volunteer groups in the set-up, operation and strike of presentations in and around the Irving Arts Center. Assist the Arts Operations Supervisor with other duties and projects as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Schedule theatre staff.
- Oversee movement of equipment and materials within the Arts Center.
- Oversee the operation and maintenance of all theatre related equipment.
- Ensure all safety policies and procedures are followed and enforced.
- Verify all client billing is correct and submitted in a timely fashion.
- Establish and maintain accurate maintenance and inventory records.
- Supervise & encourage ongoing staff training in the safe operation of all theatre related equipment.
- Operate computer equipment and related software effectively.

**OTHER DUTIES AND RESPONSIBILITIES**

- Assist Arts Operations Supervisor with yearly budget preparation
- Act as supervisor of theater staff in absence of Arts Facilities Manager.

**SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 20-25 employees.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

Monitor Theatre operations accounts annual budget \$500,000

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Two (2) years of college in Theatre Arts

### **EXPERIENCE**

- Minimum of five (5) years of experience in a related field.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- ETCP certification as Theatrical Rigger or Entertainment Electrician *preferred*.

### **KNOWLEDGE OF**

- Theatrical rigging and counterweight fly systems.
- Theatrical Lighting systems.
- Audio systems and sound reinforcement.
- Basic carpentry and scenic construction.

### **SKILLS AND ABILITIES IN**

- Office & Industry Software: Using word processing, spreadsheet, facilities scheduling software applications; also, the ability to use software pertaining to the Theatre industry, which includes but is not limited to lighting and audio design software implementation, and operation of computerized lighting and audio consoles and related equipment.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, one-on-one or with groups, so others will understand.
- Time Management: Managing time wisely to complete assignments on time.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring / scheduling.

### **GUIDANCE RECEIVED**

#### **Detailed Instructions and Standardized Procedures**

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

### **CONTACTS**

Daily contact with coworkers and administrative staff; Weekly contact with external clientele.

## **EQUIPMENT AND PROPERTY**

Computers and related software; Theater Lighting, Audio, and Rigging systems; Saws and related hand tools utilized in basic scenic construction.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is required to walk, stand, bend, climb (stairs and ladders), lift, stoop, see, listen, drive a vehicle, sit, carry, pull/push, kneel, balance, and reach.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee's work environment includes high places, electrical hazards, moving mechanical parts, areas with limited illumination, as well as noise. S/he is required by the job to make decisions impacting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.