

THEATER TECHNICAL COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Theater Technical Coordinator serves as building representative for the City and is responsible for the operation and maintenance of equipment related to backstage operations of the Mesa Arts Center (MAC). Employees perform a wide variety of coordination and skilled technical tasks in advancing performances and events, and ensuring technical and logistical needs are properly attended to, including: inspecting, testing, and modifying, as required, all equipment prior to performance to ensure compliance with all applicable health and safety codes, including those unique to the City of Mesa and/or the MAC; providing excellent customer service; consulting with performers, their representatives, and staff on issues related to performance and equipment functions; coordinating the mechanical rigging and strike of sophisticated theatrical lighting, sound, projection, and overall stage setup for a variety of productions and events such as touring and local theatrical productions, symphonies, operas, dance companies, civic light opera, touring pop shows, recitals, country western, big band, rock and roll, and other presentations and productions integrating touring company electrical, sound, and stage setup with house systems as required; assembling or constructing devices to achieve special effects; recordkeeping; coordinating event setup and operation in the various performance spaces throughout the Mesa Arts Center; and supervising up to forty temporary contract personnel, stagehands, students, and/or volunteers as needed. Employee may be assigned for the run of a particular show and/or to one of four specialty assignments: Head Audio, Head Lighting, Lead Stage Carpenter/Rigger, or Production Coordinator, and performs related duties as required.

Head Audio Assignment: Reporting to the Technical Director, the Head of Audio will support the production department regarding all audio systems and related equipment. An outgoing personality, industry experience and knowledge of event logistics preferred. Incumbent will possess knowledge of audio solutions within event production industry. Ability to work with all aspects of audio systems including AVID, DiGiCo, Midas, Meyer, L'Acoustics is required. While this position is part of the audio department, our ideal candidate will be expected to have experience with crew management and job site leadership skills. Candidate must also be able to successfully interact with clients on site and maintain a professional demeanor at all times. Proper and safe setup, operation, and strike of audio, video, lighting, and staging equipment and working comfortably at heights of 110' in various rifting apparatus is required. Since the position involves the running of shows, the employee will work mostly evening and weekend hours, and may potentially work over 40 hours per week.

Distinguishing Features: This class is supervised by the Theater Technical Supervisor who reviews performance through meetings, discussions, conferences, reports, and observations of results. This position will require working irregular hours, evenings, and weekends. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to an Associate of Arts Degree in Technical Theater or a related field, technical training, or

apprentice program. Good (1 - 3 years) journey-level theater experience in the following areas: audio, electrical/lighting, stage carpentry, and mechanical rigging.

Special Requirements. Must possess a standard Arizona Drivers' License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's Degree in Technical Theater or related field. **Head Audio Assignment:** Analog audio consoles and Yamaha and Digidesign Venue digital mixing consoles, microphone setup for vocal and instrumental performances, and digital audio distribution systems. Q-Sys Level I or higher certification and CTS-General certification from Avixa. **Head Lighting Assignment:** Knowledge of basic principles electrical theory, lighting design for theater and dance, ETC EOS family of lighting consoles, network nodes, networked lighting control systems, and Unison architectural controls. **Lead Stage Carpenter/Rigger Assignment:** Knowledge of counterweight rigging systems, safe use of chain motor hoists, trussing, and fall protection is preferred. **Production Coordinator Assignment:** Previous experience coordinating the production and technical aspects of events in a rental/touring (4 wall) venue. Previous supervisory experience that included formal performance reviews of direct reports.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all of the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, management, contractors, artists, their agents and representatives, and local user groups in order to keep the technical aspects of the Mesa Arts Center performance spaces functioning safely. Instructs and trains contract personnel, students and/or volunteers, and local user group technicians in a backstage setting regarding the use of theatrical equipment and safety. Prepares written documents with clearly organized thoughts, and uses proper sentence construction, punctuation, and grammar.

Manual/Physical: Provides functional supervision for up to 40 contracted labor personnel, students, and/or volunteers to ensure compliance with standard operating procedures, federal regulations (Occupational Safety and Health Act [OSHA]), state regulations, and City of Mesa guidelines. Inspects, monitors, and evaluates information, work-related conditions, and equipment to determine compliance with prescribed operating, safety, and manufacturer's guidelines. Distinguishes colors working with electrical wires in lighting and sound equipment. Detects natural gas leaks, toxic gases, smoke, or other hazardous materials. Operates power-driven machinery, such as chain hoists, personal lifts, and forklifts. Uses common hand tools, such as a hammer, saw, screwdriver, or other tools, such as standard theatrical shop tools. Operates a variety of standard office equipment to maintain records and communicate. Enters data or information into a personal computer (PC) in order to organize and track technical information related to performances. Performs physical inventories, moves material weighing up to 100 pounds for distances of up to 100 feet, using proper equipment and/or a cart or other aid to

assist. Cleans work area. Works with cleaning fluids and agents, using protective equipment, to maintain theatrical equipment. Sets up and removes folding tables, chairs, barricades, traffic cones, or similar equipment to accommodate ancillary events. Operates a standard truck requiring an Arizona Driver's License to transport equipment as needed; and operates cars, SUVs and 12 Passenger Vans to transport equipment and personnel as needed. Works in small, cramped areas, and in a variety of weather conditions. Works at elevated levels at heights up to 100 feet. Installs, alters, maintains, and repairs wiring and appliances related to sound systems, lighting, or powered stage machinery as directed by supervisor. Meets scheduling and attendance requirements.

Mental: Ability to work both independently and as part of a team while supporting the performances and events of the Mesa Arts Center. Prioritizes and assigns work to personnel when directed and prioritizes own work. Coordinates work activities and tasks with other Mesa Arts Center units, and user groups as required. Reads a contract and technical riders to ascertain needs for the production. Conducts research and analyzes data to ensure the success of productions and events. Performs mathematical calculations. Comprehends and makes inferences from stage, lighting, sound, and event plots. Understands and interprets blueprints, schematic drawings, layouts, or other visual aids. Determines contract staffing needs and may schedule crews for events. Learns job-related material through on-the-job training, through material presented in a classroom setting, or by reading documents and manuals.

Knowledge and Abilities:

Knowledge of:

Audio Signal Flow;
basic audio system setup and operation;
principles of sound transmission and amplification, stage lighting, theatrical rigging and electricity;
use of personal lifts and scissor lifts; and
fire codes and standard building safety procedures.

Ability to:

work from drawings, specifications, and oral requests to achieve desired modifications;
apply the principles and theories of electricity; and
work long hours accommodating a work schedule to requirements of load-ins, load-outs, performances, and rehearsals.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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