



## Job Description

**Job Title: Technical Theatre Coordinator**

**JTC: CV9**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Oversee and provide direction in the use of the theater facility and technical theater operations. Coordinate the design and construction of sets or stages, as well as lighting and technical equipment for all productions.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of technical operations, methods, materials, practices and procedures involved in theater technical productions. Demonstrated experience in system operation and support for all theater audio, video, lighting, rigging and dimming systems.

Comprehensive knowledge of the methods used for multiple production set designs and construction, lighting design, and sound/projections. Must follow and implement DCCCD policies and procedure. Ability to work collaboratively with faculty, production staff and guest artists in a diverse environment and provide training and guidance to students involved in productions. Knowledge of design theory and principles and how they are executed in various production specialties.

Comprehensive knowledge of safety measures and hazards related to theater productions. Research, assess and identify specific information needed to clarify a situation when deciding. Looks at the overall picture and considers the outcome and possible effect on employees and productivity.

Demonstrated organizational skills with the ability to prioritize tasks/assignments, and strong oral and written communication skills to engage with individuals from diverse populations.

### PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. *Construction of sets and placement of lighting requires the ability to bend, stoop, crawl, and climb. Ability to lift and place sets that may weigh up to 50 pounds.*

### MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency and three (3) year of work-related experience. Knowledge and experience in the safe operation of power tools. Some evenings and weekend hours required dependent



upon production needs and performance duties. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates technical requirements for all events scheduled at the campus location/theater facility and schedules and develops the annual calendar for the Performance Hall Arena.

Oversees the construction of props, scenery, costumes and electrical work necessary for stage lighting and the movement and placement of risers, pianos, podiums, sets, and other related equipment.

Supervises technical rehearsals and acts as Technical Manager for theater productions given at the location. Provides work direction to students and other employees working on production events and/or class activities. Responsible for the setup and operation of electronic sound equipment (microphone, speakers, etc.) and lighting systems for rehearsals and productions.

Provides training in the use of lighting and audio/video control equipment, and the use of microphones and cameras. Maintains calendar of events and coordinates the use of campus facilities. Coordinates activities of performance and meeting areas including scheduling rehearsals, staffing, technical needs assessments and technical assistance.

Performs routine maintenance and repair of theater and shop equipment. Notifies appropriate person/department of major repair needs. Maintains inventory of theater equipment and prepares reports as necessary. Develops budgets and monitors expenses.

Demonstrated organizational skills, time management and oral and written communication skills to engage with individuals from diverse populations.  
Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*