

I. DESCRIPTION OF WORK

Positions in this banded class coordinate and administer performing arts technical services and/or facilities/program management, and the teaching and supervising of students learning the art. Work functions may include planning and scheduling for the use of facilities, managing arts equipment and products, events planning and coordination, design of production components of the performing art, supervising students in the creation of production components of the performing art, demonstrating and supervising the safe and proper use of power and hand tools. Work may involve the purchasing of supplies and maintenance of a small budget.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level coordinate and administer performing arts technical services and/or facilities/program management of limited scope. May teach and supervise students learning the area of assignment.	Positions at this level coordinate and administer performing arts technical services and/or facilities/program management of moderate scope and complexity, and the teaching and supervising of students learning the trade.	Positions at this level coordinate and administer complex performing arts technical services and/or facilities/program management, and the teaching and supervising of students learning the trade.

III. COMPETENCIES

Competency	Definition
Knowledge - Technical	Knowledge of performing arts theory and practice in the area of assignment. Knowledge of related state laws and regulations, health, safety and fire codes, as required.
Arts Design and/or Project Management	Ability to design and create/construct performing arts products. Ability to coordinate the preparation of plans, selection of supplies and equipment, processing of requisitions, and storage, within budget and deadlines. Ability to manage the creation of art products and determine needed design changes. Ability to coordinate work with other staff.
Program Management	Ability to coordinate and administer arts program, activities and protocols; ability to manage resources, monitor activities, and assess risks, if any, associated with the program.
Safety and Health Compliance	Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensure a healthy and safe working and performance environment.
Instruction	Ability to instruct and train employees, students, faculty and/or other clients in the performance of procedures and/or the operation of equipment.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL

Knowledge – Technical

Knowledge of performing arts theory and practice in the area of assignment. Knowledge of related state laws and regulations, health, safety and fire codes as required.

Contributing	Journey	Advanced
<p>Basic knowledge of arts theory and practice in the area of assignment.</p> <p>Ability to participate in the creation of new designs for facilities/sets or redesigns existing facilities/sets, applying general knowledge of related building and state laws and regulations, health, safety and fire codes.</p> <p>Skill in the safe use of equipment.</p>	<p>Working knowledge of arts theory and practice in the area of assignment.</p> <p>Ability to create new designs for facilities/sets or redesigns existing facilities/sets, applying considerable knowledge of related building and state laws and regulations, health, safety and fire codes</p>	<p>Full knowledge of arts theory and practice in the area of assignment.</p> <p>Thorough knowledge to develop solutions to resolve problems at a high-complexity level.</p>

Arts Design and/or Project Management

Ability to design and create/construct performing arts products. Ability to coordinate the preparation of plans, selection of supplies and equipment, processing of requisitions, and storage, within budget and deadlines. Ability to manage the creation of art products and determine needed design changes. Ability to coordinate work with other staff.

Contributing	Journey	Advanced
<p>Ability to assist in the preparation of specifications, paste-ups, layouts, requisitions and bid invitations.</p> <p>Ability to assist in inspections to verify project requirements.</p> <p>Ability to research and study new concepts in design.</p>	<p>Ability to coordinate and prepare specifications, paste-ups, layouts, requisitions and bid invitations.</p> <p>Ability to meet all milestones within the approved design plan. May require ability to conduct final on-site inspections to verify project requirements.</p> <p>Ability to investigate, research, and study new concepts in design; may require ability to suggest design improvements.</p>	<p>Ability to manage projects that require directing the work of others and with latitude on actions or decisions. Ability to prepare specifications, develop schedule, manage project managers and monitor projects resulting in timely project completion.</p> <p>Ability to manage accomplishment of all milestones within the approved design plan; ability to conduct final on-site inspections to verify project requirements.</p> <p>Ability to investigate, research, and integrate new concepts to improve design.</p>

Program Management

Ability to coordinate and administer arts program, activities and protocols; ability to manage resources, monitor activities, and assess risks, if any, associated with the program.

Contributing	Journey	Advanced
<p>Ability to follow established procedures to collect, review, and maintain information and schedules.</p> <p>Ability to track deadlines for events of limited variety and complexity; ability to coordinate with others to ensure that work is completed in a timely manner.</p> <p>Ability to plan and schedule for the housekeeping and maintenance of facilities.</p>	<p>Ability to recommend new or revised procedures as needed to collect, review, and maintain information and schedules.</p> <p>Ability to track and manage events of moderate variety and complexity; ability to initiate shifts in priorities as required by internal and external demands; may require ability to coordinate the work of others.</p> <p>Ability to manage a limited budget; may require ability to coordinate work of vendors, laborers and/or other services.</p> <p>Ability to assist with the maintenance and storage of specialized technical production equipment.</p>	<p>Ability to establish procedures to collect, review, and maintain information and schedules.</p> <p>Ability to manage multiple or complex events involving the coordination of vendors, laborers and/or other services. Ability to coordinate the work of others.</p> <p>Ability to manage a moderate-sized budget.</p> <p>Ability to research, purchase and maintain specialized technical production equipment.</p>

Safety and Health Compliance

Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensure a healthy and safe working and performance environment.

Contributing	Journey	Advanced
<p>Ability to ensure safe operation of limited variety of machinery, equipment, and/or devices; ability to report issues with machinery and equipment.</p> <p>Ability to report maintenance and repair needs.</p>	<p>Ability to ensure safe operation of moderate variety of machinery, equipment and/or devices. May require ability to calibrate equipment to standards or make minor repairs.</p> <p>Ability to maintain detailed safety logs/maintenance records.</p>	<p>Ability to ensure safe operation of varied and complex machinery, equipment and/or devices. Ability to perform routine maintenance of equipment, machinery, and/or devices utilized.</p> <p>Ability to maintain service logs and repair schedules. Ability to arrange for repairs and/or replacement of equipment, machine materials, and devices within budget.</p>

Instruction

Ability to instruct and train employees, students, faculty and/or other clients in the performance of procedures and/or the operation of equipment.

Contributing	Journey	Advanced
<p>Ability to train others in the use of equipment.</p>	<p>Ability to train others in the proper use and care of specialized equipment.</p>	<p>Ability to develop and coordinate instruction of others in the operation of specialized equipment and/or techniques.</p>

V. MINIMUM TRAINING & EXPERIENCE

Bachelor’s degree, preferably in theatre arts, and demonstrated possession of the competencies necessary to perform the work. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.