ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Production
Job Code: 8620
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to coordinate technical aspects of productions and special events at the civic center, to supervise production staff and to coordinate contracts and facilities use.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to General Manager, Civic Center; and updates

and maintains department standard operating procedure manuals.

Coordinates pre-production and technical aspects of events: coordinates with clients, promoters, and production directors: monitors venue schedule; schedules and facilitates production meetings; determines resources needed for each production and event; recommends production methods; creates diagrams and stage plots, show timing schedules, and event memos; coordinates with contractors; obtains needed equipment and supplies, including rental equipment; and supervises and participates in the load-in, construction, and/or installation of scenery, production inventory, audio, lighting, video, curtaining, information technology equipment, etc.

Coordinates productions and events: supervises International Alliance of Theatrical Stage Employees (IATSE) and in-house crew members and contracted workers; monitors activities to ensure safety and smooth operation of staff and facilities; troubleshoots questions and problems during productions and events, including problems with production inventory, audio, lighting,

video, curtaining, and IT equipment; recommends resolutions and repairs items as needed; and responds to emergencies, accidents, and injuries during events.

Manages post-production and post-event activities: oversees strike and load-out of scenery, costumes, lighting, sound, etc.; and conducts follow up activities as needed.

Coordinates the maintenance of and maintains theater systems and equipment, which may include set construction, mechanical, lighting, video, electrical, sound, curtaining, or other systems and equipment.

Performs related duties in support of production operations: maintains inventory of production equipment and supplies; stocks products; processes invoices; creates staff schedules; reviews and submits timesheets; recommends equipment purchases and facility upgrades; and coordinates with contractors, as needed.

Communicates with supervisor, subordinates, other City employees, contractors, promoters, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, bids, estimates, contracts, riders, timesheets, event diagrams, computer-aided drafting (CAD) drawings, graphics, audio input lists, lighting plots, presentations, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a variety of equipment and tools necessary to complete essential functions, such as lighting and sound equipment and consoles, scissor lift, forklift, various hand tools, etc.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, presentation, Internet, e-mail, CAD, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Technical Theater Production or a related field required; supplemented by two years of experience in light and sound engineering, show production operations, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class A Commercial Driver's License (CDL), including appropriate endorsement(s).

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, smoke, temperature and noise extremes, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.