

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Technical Operations Coordinator	Job Code: 3250
Date: October 30, 2017	EEO Code: SC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This skilled trade work is responsible for physical preparations and technical support for all programming at the Center for the Arts

CLASSIFICATION STANDARDS: The position assigned to this classification is responsible to the Center for the Arts Manager and performs all assigned tasks under general direction. This work is distinguished from that of lower-level technicians by its more complex and supervisory duties.

ESSENTIAL DUTIES: Provide on-site coordination between building users and stage crew; plan, organize, and direct all production-related functions backstage and front of house; direct set up, strike, and running of performances; oversee and coordinate physical preparation of the facility for performances and events; meet with building users and establish schedules to ensure facility availability and proper access; coordinate and act as liaison for the technical needs of performers, artists, contractors, crews, building users, and other groups; oversee and direct the use, design, and movement of all sound, lighting, and stage elements; enforce safety protocols and procedures; oversee and direct the loading and unloading of equipment, props, and other materials; provide on-site production expertise; operate various software programs specific to stage production; operate sound and lighting controls as needed; estimate production needs and costs for events; ensure needed equipment is procured in time for performances and events; review technical needs of users and ensure the Center's contractual obligations are met; maintain inventory of all Center equipment; review and make recommendations on equipment purchases; recommend technical systems; oversee storage practices; monitor and assist in the preparation of technical services budget; direct and supervise contractors and ensure adherence to established terms; monitor, maintain, and advise on inventories; supervise and train full and part-time staff, volunteers, and temporary stage hands; assign workload and ensure work is completed accurately and efficiently.

Conduct facility maintenance using skilled trade work including basic carpentry, electrical, HVAC, remodeling, and maintenance; adjust and calibrate computerized controls and peripheral components, including designing new circuits; analyze project plans; estimate costs and materials; adjust plans and designs as needed; assist subordinates in planning and prioritizing work; inspect projects and ensure work is completed within guidelines and code requirements; repair existing devices or systems; maintain tools and equipment; coordinate with other City maintenance staff; assist other staff members; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's Degree in Fine Arts or related field and two (2) years of professional experience in technical theater/facility management and maintenance **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. Master's Degree in Theater Technology preferred. Flexible work schedule including evenings and weekends required.

License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: Knowledge of: methods and techniques used in providing technical services for a performing arts facility; industry standards as they relate to sound, lighting, rigging, support electronics, and staging equipment; stage lift standards and safety procedures; stage organization practices; standard theatrical construction and basic electrical theory; principles and practices of program budget development; modern supervisory methods and techniques; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** electrical maintenance and basic trades such as carpentry, construction, and building maintenance and repair; dealing with artists, performers, various crews, co-workers, and the general public in a pleasant, courteous, and calm manner in all circumstances; communicating effectively both verbally and in writing; practicing trust-building behaviors. **Ability to:** read and understand blue prints and sketches; meet the technical needs of a large variety of artists, performers, and other groups; quickly and accurately perform work; utilize various software programs specific to stage productions; operate various sound, lighting, and other specialized equipment; review contracts and ensure obligations are met; exercise independent judgement while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, and accurate reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.


TOOLS AND EQUIPMENT USED: All common trade tools, construction equipment, electronic and pneumatic controls, inspection and testing equipment, calibration equipment, grinding and sharpening tools, computers, radios, and related facilities equipment and tools.

PHYSICAL DEMANDS: Requires walking, bending, climbing ladders, stooping, reaching, lifting up to 80 lbs., quick movements to exit dangerous situations, and assuming uncomfortable positions for extended periods of time when necessary.

ENVIRONMENTAL FACTORS: Requires working in enclosed places and at extreme heights (40 ft.), exposure to dangerous equipment, hazardous settings, high voltages. Exposure to high-stress situations or environments, including handling emergency situations, meeting strict deadlines, contact with individuals in confrontational or uncomfortable circumstances, and other stressful conditions related to the workplace. Performance schedule determines work hours.


Department Director

10/21/17
Date


Mayor/Chief Administrative Officer

10/30/17
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.