

Arts Production Specialist

DESCRIPTION OF WORK: Positions in this 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.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING:

- **Knowledge-Technical:** General knowledge of arts theory and practice in the area of assignment. Participates 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. Skills in the safe use of equipment.
- **Arts Design and/or Project Management:** Assist in the preparation of specifications, paste-ups, layouts, requisitions and bid invitations. Assists in inspections to verify project requirements. Researches and studies new concepts in design.
- **Program Management:** Follows established procedures to collect, review, and maintain information and schedules. Tracks deadlines for events of limited variety and complexity; coordinates with others to ensure that work is completed in a timely manner; works under close supervision. Plans and schedules for the housekeeping and maintenance of facilities.
- **Safety and Health Compliance:** Assures safe operation of limited variety of machinery, equipment, and/or devices; reports issues with machinery and equipment. Reports maintenance and repair needs.
- **Instruction:** Trains others in the use of equipment. Documents how to use equipment and conduct procedures; reviews and maintains correct standard operations, procedures and protocols.

JOURNEY

- **Knowledge-Technical:** Considerable knowledge of arts theory and practice in the area of assignment. Creates 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.
- **Arts Design and/or Project Management:** Coordinates and prepares specifications, paste-ups, layouts, requisitions and bid invitations. Follow-up to all milestones within the approved design plan. May conduct final on-site inspections to verify project requirements. Investigates, researches and studies new concepts in design and may suggest to improve design.
- **Safety and Health Compliance:** Assures safe operation of moderate variety of machinery, equipment and/or devices. May calibrate equipment to standards or make minor repairs. Maintains detailed safety logs/maintenance records.
- **Instruction:** Trains others in the proper use and care of specialized equipment. Documents specialized processes and results in reports and/or publications.

- **Program Management:** Recommends new or revised procedures as needed to collect, review, and maintain information and schedules. Tracks and manages events of moderate variety and complexity; initiates shifts in priorities as required by internal and external demands; may coordinate the work of others; works with limited supervision. Manages a limited budget; may involve the coordination of vendors, labor and/or other services. Assists with the maintenance and storage of specialized technical production equipment.

ADVANCED

- **Knowledge-Technical:** Thorough knowledge of arts theory and practice in the area of assignment. Applies thorough knowledge to develop solutions to resolve problems at a high-complexity level.
- **Arts Design and/or Project Management:** Manages projects that require directing the work of others and with latitude on actions or decisions. Prepares specifications, develops schedule, manages project managers and monitors projects resulting in timely project completion. Manages the follow-up to all milestones within the approved design plan; conducts final on-site inspections to verify project requirements. Investigates research and integrate new concepts in specialty to improve design.
- **Program Management:** Establishes procedures to collect, review, and maintain information and schedules. Manages multiple or complex events involving the coordination of vendors, labor and/or other services. coordinates the work of others; works independently. Manages a moderate budget. Researches, purchases and maintains specialized technical production equipment.
- **Safety and Health Compliance:** Assures safe operation of varied and complex machinery, equipment and/or devices. Performs routine maintenance of equipment, machinery, and/or devices utilized. Maintain service logs and repair schedules. Arranges repairs and/or replacement of equipment, machine materials, and devices within budget.
- **Instruction:** Develops and coordinates instruction of others in the operation of specialized equipment and/or techniques.

MINIMUM TRAINING AND EXPERIENCE: Graduation from a four-year college or university with a degree, preferably in the Theatre Arts, and some experience that provides the employee with the functional work experiences needed to perform the work; or an equivalent combination of training and experience.

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