**CLASSIFICATION DESCRIPTION TITLE:** PERFORMING ARTS COORDINATOR

**FLSA STATUS:** Exempt

**CLASSIFICATION SUMMARY:** Responsible for coordinating the technical aspects of the performing arts theatre and events. Responsibilities include coordinating technical needs of performing artists including lighting and sound equipment set-up and operation, labor; and estimating and monitoring costs. Incumbents research and recommend equipment purchases for the performing arts division.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

<table>
<thead>
<tr>
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<th>Illustrative only – not inclusive of every task assigned to a position.</th>
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<tbody>
<tr>
<td>1</td>
<td>Operates lighting and sound equipment; establishes needs and ensures safe operation.</td>
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<td>2</td>
<td>Coordinates technical needs for incoming artists; researches, evaluates, and obtains necessary equipment.</td>
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<td>3</td>
<td>Designs lights for Theatre Department Productions; establishes what lights will be used in specific locations and what cues will be used.</td>
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<td>4</td>
<td>Estimates and monitors costs for upcoming fiscal year and specific productions; researches and specifies capital equipment purchases.</td>
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<td>5</td>
<td>Sets up stage and operates lighting and sound equipment for college events.</td>
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<td>6</td>
<td>Maintains equipment and performs repairs as needed; provides for vendor repair if necessary.</td>
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<td>7</td>
<td>Performs other duties as assigned</td>
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HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: PERFORMING ARTS COORDINATOR

Training and Experience (positions in this class typically require):
Bachelor's Degree in technical theatre, design or a related field and two years experience related to area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
- None Required.

Knowledge (position requirements at entry):
Knowledge of:
- Effective lighting design and principles;
- Assigned department operations and functions;
- Theatre equipment operations.

Skills (position requirements at entry):
Skill in:
- Operating and repairing a variety of light and sound equipment;
- Designing effective lighting systems;
- Performing repair on a variety of theatre equipment;
- Following oral and written instructions, policies, and procedures;
- Working independently;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: stooping, kneeling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, and seeing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, and vibrations.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07
HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: PERFORMING ARTS
COORDINATOR

____________________________________
Signature of Employee

______________________________
Date

____________________________________
Signature of Supervisor

______________________________
Date