JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Fine Arts Professional

Job Code: 6752

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Performs technical activities such as lighting and sound, stage management, production, or set construction.

- Provides appropriate proactive and creative technical production support.
- Utilizes specialized artistic skills in the constructing, maintaining, crafting, and procuring of theatrical properties as needed for productions.
- Organizes and maintains assigned shop work spaces and storage.
- Participates in shop clean-up and maintenance projects, work strikes and load-ins.
- Designs sets and props.
- Orders materials and maintains supplies as directed.
- Deals with technical emergencies or issues as required.
- Researches history and period for productions.
- Attends production meetings, productions and necessary rehearsals.
- May serve as music accompanist for events
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree.

Experience:

Required: None.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Able to communicate well and build rapport quickly with students, faculty and staff
- Ability to work independently
- Highly organized and able to handle multiple projects and deadlines
- Artisan skills such as fine wood working, cabinetry, scenic painting, soft good construction and upholstery, mold making, and casting
- Knowledge of different materials such as plastics, metals, wood, foam, etc.

Working Conditions

Physical:
Perform physically demanding technical duties. Stand or sit for prolonged periods of time. Moderate or light lifting and carrying. Bending, stooping, kneeling, crawling.

Environment:
Office, theatre, and stage environment. Exposure to noise, dust and electrical energy Work with machinery and at heights on scaffolding and ladders. Frequent exposure to pressure caused by deadlines and busy periods; requires contact with students and the public; willing to work nights and weekends.

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