Fine Arts Professional II (3430)

**Basic Purpose/Job Function:** Managers performing arts events and productions and supervises technical support for all events.

**Examples of Titles Replaced:** None.

**Typical Functions May Include:**

1. Managing performing arts events and productions and the upkeep of the theatre
2. Coordinating theatre repairs, maintenance and upgrades including the inspection of all materials and work done in the theatre
3. Managing production budgeting, scheduling, labor and design
4. Organizing and supervising Front Of House Crews along with Stage Crews
5. Coordinating and supervising technical support for events
6. Organizing and setup of strikes, preshow lectures and receptions
7. Coordinating lighting design, including hanging and focusing the light plot and setting the light cues
8. Supervising student and staff personnel
9. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May serve as lead employee or supervise a small staff.

**Supervision Received:** Receives general supervision from designated supervisor.

**Minimum Qualifications:**

- **Education:** Bachelor’s Degree
  - **Type:** Theatre or related field
- **Experience:** 18 - 36 months
  - **Type:** Professional theatre experience; professional lighting, sound design and production management experience.
- **Skills:** Effective oral and written communication, ability to work independently and good organizational skills; supervisory skills; computer skills
- **Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; requires contact with students and the public; willing to work nights and weekends.
- **Licenses:** Determined by the nature of the position and/or department
- **Certifications:** Determined by the nature of the position and/or department
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Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.