COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: FINE ARTS CENTER MANAGER, VISUAL AND PERFORMING ARTS

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES:

To perform technical work including design, construction, installation, and operation of presentation/performance equipment, systems, and facilities related to the Charles R. Dassance Fine Arts Center. To schedule and supervise staff and activities in or on the stages and adjoining areas of the Charles R. Dassance Fine Arts Center. To provide technical support for events at the Webber Gallery.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate in Arts or Associate in Science degree from an accredited institution in a field of study related to theatrical support required. Bachelor's degree in technical theater or related area preferred. Should include a combination of degree and documented work experience in sound, special lighting, special effects and set design. Applicants with an MFA or other graduate work would have opportunities for supplemental teaching in lighting, sound and stagecraft and are preferred.

2. Years of experience in field: Three years experience working in a theater, and experience with set design and technical theatre required.

3. Special skills or abilities related to position: Knowledge of the operating techniques of sound equipment and a variety of audio-visual equipment. Knowledge of the use of recorders, amplifiers, cameras, and other audio-visual equipment. Knowledge of the techniques used in the theatrical productions including special lighting, special effects and set design. Knowledge of basic electricity and some electronic background.
PREREQUISITES FOR POSITION (Qualification Standards)(Continued):

Special skills or abilities related to position (continued):
Ability to operate audio-visual and sound equipment. Ability to design production sets. Ability to work with clients of the auditorium. Ability to maintain records of inventory and operating budgets. Ability to establish and maintain effective working relationships with clients and staff using excellent customer service skills. Ability to work in supportive role with Fine Arts Faculty, collaborate with faculty and staff, and external auditorium clients. Ability to supervise and mentor students and part-time staff with a variety of backgrounds and skills.

4. Flexible schedule includes night and weekends coverage.

ESSENTIAL JOB FUNCTIONS:

1. Schedule, staff and coordinate bookings for the Fine Arts Center, black box theatre and outdoor stage. Events include productions, rehearsals, student testing and orientations, and other college and community events.
2. Provide technical support and supervision for events at the Fine Arts Center.
3. Provide technical support for events at the Webber Gallery.
4. Provide specialized technical support for touring productions on the Performing Arts Series.
5. Coordinate with College support personnel for services and room needs for scheduled bookings.
6. Design stage lighting for productions and operate computerized lighting control system. Coordinate maintenance and repair of fine arts center equipment.
7. Collaborate with outside technical consultants on theatrical productions.
8. Coordinate sound production requirements including setting-up and operating sound equipment for live events, video equipment and programming units.
10. Maintain inventory control of equipment and supplies. Make recommendations for annual operating budget for the Fine Arts Center.
11. Coordinate with theatre and music departments on material set and equipment storage.
12. Provide work experience opportunities and supervision in conjunction with theatre department for theatre students to learn technical production skills.
13. Supervise staff in the Fine Arts Center.

(These essential job functions are not to be construed as a complete statement of all duties performed.)
PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 45 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting, and Bending.
- Ability to climb ladders and move moderately heavy equipment.
- Distinguish between colors

ENVIRONMENTAL CONDITIONS:

- Works inside with noise, darkness, electrical energy, uneven surfaces, in or with moving objects, ladders, scaffolding, heights, and poor lighting. Ability to climb ladders and move moderately heavy equipment.
- Flexible schedule that will include nights and weekends, as needed.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Charles R. Dassance Fine Arts Center and the Webber Gallery - Ocala Campus

SUPERVISOR OF POSITION: Associate Dean – Liberal Arts and Sciences