

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

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

PAY GRADE: P-2

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 "Your first choice for quality higher education." 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. Documented work experience in a theatre or related setting may substitute for the degree requirement.
2. Years of experience in field: Three years' full-time experience working in a theater or similar setting 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 theatrical productions including special lighting, special effects and set design. Knowledge of basic electricity and some electronic background. Experience with set design and technical theatre preferred. 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.

PREREQUISITES FOR POSITION (Qualification Standards Continued):Special skills or abilities related to position (Continued):

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.

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 theatre productions, including the building of a theatrical set.
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.
9. Coordinate videotaping and sound recording of programs. Coordinate maintenance for equipment needs.
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 sets 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.
14. Flexible schedule includes night and weekends coverage.
15. Other duties as assigned.

(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)

PHYSICAL DEMANDS (Continued):

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 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:

Dean of Arts and Education