

Richmond Community College

Job Description

Position Title: Assistant Director and Technical Coordinator Cole Auditorium and Community Center

General Description of the Position:

Under the supervision of the Director of the Cole Auditorium and Community Center, the Assistant Director will provide assistance in day-to-day operations of the facility including coordinating and executing all technical requirements of events in the auditorium and other parts of the facility. The Assistant Director is responsible for the technical crew for the facility, maintaining associated equipment, and for meeting the requirements of the technical riders for all contracted shows. Position may also teach technical theatre classes.

Responsibilities and Duties of the Position:

1. Serve as manager when Director is unavailable.
2. Continually assess technical crew and general public safety and security issues in compliance with all local, state, and federal regulations and industry standards as well as college/facility policies, procedures and regulations.
3. Assess, coordinate and execute all technical requirements of events through the review of client contracts and technical riders, conducting show advance calls, and by participating in rental meetings.
4. Maintain all production equipment including, but not limited to, that associated with sound, lights, audiovisual, rigging, and specialized operations. Maintain stage and all preparatory areas for highest safety operational and presentational function.
5. Prepare and execute basic lighting and sound design and serve operator for events in all areas of facility as needed.
6. Plan, coordinate, and operate audiovisual equipment as needed.
7. Produce and maintain an up-to-date technical specification package to include equipment lists, drawings, line schedules, and rules governing the use of the facility.
8. Recruit, maintain, and provide training and supervision of technical crew members in the safe operation of house equipment, and schedule members as needed, keeping Auditorium Director abreast of crew status and schedules.
9. Maintain time sheets for technical crew per RCC Business Office regulations and guidelines.
10. Maintain chief responsibility for set-up, run-of-show, and strike of all events held in the auditorium.
11. Participate in short- and long-range planning relating to equipment and facility needs. Provide specifications for technical equipment to be purchased and execute bid process under the supervision of the Director and as outlined by the purchasing office.
12. Assist the Director in managing various aspects of college-sponsored and rental events, preparing yearly budgets, inventory management, marketing and advertising, and facility sales.

13. Assist with, and lead when necessary, tours of the facility for tour groups and individuals. Able to teach technical theatre courses when required.
14. Work independently and using full-time staff as schedules allow for preparation of events and performance contracts.
15. Other duties as assigned.

Minimum Education and Experience: Associate degree in a technical or theatre-related field required. BA/BS in Technical Theatre preferred. Three years' professional experience in managing theatre productions required, five to ten years preferred.

Knowledge, Skills, and Abilities: Good communication skills and be able to deal effectively with college staff and the general public. Must possess knowledge of current trends in sound, stage, and audiovisual equipment and the maintenance of production equipment. Must be able to read blue line prints of the facility and of light, sound, and staging production drawings and technical riders. Have the ability to design and coordinate lighting and sound designs. Must be able to train and supervise others, work independently, and have knowledge tools and equipment used, including a fly rail counter-weight rigging system. Working knowledge and experience running Yamaha LS-9 Sound Console and ETC Element Lighting board a plus. Must be comfortable working on ladders, catwalks, fly lofts, and at heights above 50 feet and lift/carry 50+ pounds. Computer skills and a valid driver's license are required. Must be able to work a flexible schedule with night and weekend duties required.

Salary Level: 9

Location: Cole Auditorium-Main Campus

Questionnaire for Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Assistant Director and Technical
Coordinator, Cole Auditorium
Division: Administration
Location: Cole Auditorium
Supervisor's Title: Director of Cole Auditorium

Department:
Shift:

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

See job description.

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

See job description.

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

| | Amount of Time | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Stand | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Talk or hear | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use hands to finger, handle or feel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb or balance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stoop, kneel, crouch or crawl | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach with hands and arms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Taste or smell | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

| | Amount of Time | | | |
|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Up to 10 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 100 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| More than 100 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4C. Does this job have any special vision requirements? Check all that apply.

- ☐ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

| | Amount of Time | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | None | Up to 1/3 | 1/3 to 2/3 | 2/3 and more |
| Wet, humid conditions (non-weather) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☐ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.