

## **THEATRE LIGHTING AND SOUND COORDINATOR**

Code No: 4-18-506  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical theatrical position responsible for lighting and sound design in a school district, as well as coordinating the operation and maintenance of the theatre and assisting with its productions. The employee reports directly to, and works under the general supervision of, the Director of Visual and Performing Arts Department or other higher-level staff member. Supervision may be exercised over students and volunteers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Performs lighting and sound design for all district curricular and co-curricular performances, using an electronic console (ie: lighting and sound boards);

Coordinates and oversees lighting and sound equipment maintenance;

Coordinates and oversees the organization of lighting and sound theatre facilities;

Manages inventory of all performing arts equipment;

Plans for future repairs and replacement of technical equipment;

Develops and advises on theatre budget needs;

Recruits, schedules, and supervises student and volunteer work crews;

Serves as a liaison between the district and the production;

Attends all production meetings and rehearsals.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of theater lighting and sound systems technology, good knowledge of theatre lighting and sound equipment and maintenance; good knowledge of a facility's theatre lighting and sound organization; ability to organize, schedule, and direct the lighting and sound aspects of a theatre production or similar event; ability to track and manage inventory items; ability to plan current and future equipment maintenance; ability to plan a budget for equipment maintenance and replacement; ability to recruit, schedule, and supervise crews; ability to communicate both orally and in writing; ability to establish effective working relationships with others; ability to work independently and apply problem-solving skills; ability to convey information and guidance to students and volunteers; ability to pay attention to detail; organizational ability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Theater Design, Theater Design and Technical Production, Theatrical Design, Theatrical Production, or Design and Technical Theatre; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, with a minor, a concentration, or at least twelve (12) semester college credits\* in one of the fields mentioned in (A) above, plus one (1) year paid full-time or its part-time equivalent experience in lighting and sound design in a venue such as a school facility or professional theater production; OR,

- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus two (2) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) Four (4) years paid full-time or its part-time equivalent experience in lighting and sound design in a venue such as a school facility or professional theater production; OR,
- (E) Any equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

\*Candidates qualifying under (B) above, must submit an official or student transcript with their application.

**SPECIAL REQUIREMENT:**

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Monroe County Civil Service Commission

**ADOPTED:** April 9, 2009

**REVISED:** July 7, 2022