



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Technical Theatre Program Coordinator / Designer
Department: Conservatory / Production
Reports to: Artistic Director/Associate Dean

The **Technical Theatre Program Coordinator / Designer** is a combination exempt position with PCPA – Pacific Conservatory Theatre: a portion of the workload and annual compensation comes via service as an associate (part-time) faculty member of Allan Hancock College.

As Program Coordinator, the incumbent is responsible for the planning and overall day-to-day operation of the instructional program, including faculty leadership, monitoring training currency, teaching assignments, supervision of the recruitment process for students and tracking matriculation for the Technical Theatre training aspects of the conservatory. The person in this position will spend 40% to 60% of their time in program coordination.

As a Resident Artist, the Scenic and/or Costume Designer is responsible for designing or supervising the design of all visual scenic elements of production and/or designs theatre costumes including original garments, purchased garments, rented garments, pulled garments, wigs and facial hair. Coordinates designs with scripts and other requirements; works with Directors and other departments to develop designs to meet the artistic goals of a production within the allotted resources; may support or supervise guest and student designers. The Designer is involved in the production process from concept and design through budgeting and construction, including: attendance of specified rehearsals, technical and dress rehearsals and Production meetings.

PCPA values excellence and professionalism in all aspects of its company and public life. Integral to this position is the demonstration of practical initiative; respectful, courteous and cooperative relationships; affirmative, efficient and ethical working practices. Successful PCPA employees derive deep personal fulfillment from the exemplary completion of their duties, and in the flexibility required to respond to emergent challenges and opportunities, in accomplishment of the evolving work of the theatre and its training programs. PCPA expects a strong commitment to the mission of the theatre in service to task, colleague, company and community.

Examples of Conservatory Coordinator Duties:

- Coordinates the two-year technical theatre training program and technical theatre internship program.
- Coordinates all technical program recruiting efforts with Casting Director/Recruitment Coordinator and participates in recruiting tour and related activities.
- Evaluates, mentors and counsels students.
- Guides the technical theatre student probation process.
- Maintains class schedules, grade and attendance records, in accordance with college regulations.
- Plans and organizes instructional materials in line with course objectives.
- Develops the PCPA technical theatre class schedule in collaboration with Production Manager.
- Works with the Production Manager to coordinate the conservatory operations with the production calendar.
- Participates in the development and implementation of the technical theatre curriculum.

- Participates in technical theatre program review and revision of course(s) content as may be necessary.
- Conducts technical theatre faculty meetings and mentors new technical theatre faculty.
- Participates in the planning, development and monitoring of the program budget.
- Represents PCPA at theater conferences and festivals locally, regionally and nationally.

Examples of Production and Other Duties:

- Designs PCPA productions.
- Attends production meetings.
- May oversee conservatory students in the strike process.
- May teach classes in technical theatre and design.
- Performs other duties as deemed necessary by the Artistic Director/Associate Dean, PCPA.

Standard Qualifications Profile:

- Master's or Master of Fine Arts in drama /technical theatre/design; OR the equivalent.
- Working knowledge of all aspects of the theater process; design, technical craft, production practices and performance.
- Demonstrated leadership of technical or design programs.
- Demonstrated skill as a designer with professional experience in commercial and/or regional professional theater.
- Experience with computers and theatrical design.
- Demonstrated skills in organization, budgeting, management and administration within the context of educational and professional theater.
- An educational philosophy which places the primary emphasis on student learning (versus other academic research/scholarship) in the design, delivery and evaluation of courses.
- Demonstrated ability to work with and assist students having a wide range of skills, motivation, and academic or vocational goals.
- Demonstrated understanding of various learning styles as demonstrated in the development of course materials and assessments of student learning. Knowledge of skills to match learners, technologies, and instructional support.
- Demonstrated commitment to appropriate integration of new technologies into the learning process.
- Demonstrated ability to plan, organize, and present lecture material and to develop and use resource materials.
- Demonstrated ability to design, review, and evaluate curriculum and make recommendations to maintain program currency for both vocational and transfer students.
- Demonstrated experience successfully initiating, executing and following through on projects; including the ability to set specific objectives and measure achieved results.
- Demonstrated ability to establish and maintain cooperative working relationships with others.
- Evidence of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of staff and students and to staff and students with physical, learning and psychological disabilities.

Other Requirements:

- Possess a valid California Driver's license and have access to a vehicle for transportation to and from business related events.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.

- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes and/or materials.

Physical Demands:

- Must possess sufficient strength and stamina to lift and carry up to 50 pounds.
- Must be able to perform physical activities such as, but not limited to, lifting, bending, standing, climbing and/or walking.

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