



THE UNIVERSITY of  
**MISSISSIPPI**

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JOB DESCRIPTION

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**Performing Arts Technical Coordinator**

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**Definition of Class**

This position exercises discretion and independent judgment while performing duties associated with the management of facility events. Work includes supervising a stage crew, monitoring the budget, and overseeing the technical requirements as stated and contractual agreements with performing groups. Incumbent may be required to work nights and weekends.

**Examples of Work Performed**

Reviews technical specifications and requirements on proposed shows to include stage set-up, lighting, sound equipment, rigging, safety, security, and personnel needs. Prepares facility for technical needs before each event.

Serves as liaison with faculty, staff, rental customers, and other technical crews of road shows who use facilities.

Participates in the running of small shows by serving as stage manager, sound or lights.

Recruits and hires students as stage crew. Supervises and trains crew in running lights, sound, rigging, and other backstage duties. Creates and maintains work schedule for stage crew.

Maintains the upkeep of the stage and technical equipment, including cost estimates for repairs.

Creates and maintains a strategy of preventive maintenance of technical equipment.

Stays abreast of new technology and existing equipment.

Keeps an organized library of all technical and data manuals for equipment and components.

Monitors the budget as it relates to technical events, maintenance and replacement of parts, and the stage crew. Oversees the budget which includes labor and purchasing materials for the scene or lighting shop.

Develops needs assessment and recommends procurement of new equipment.

Evaluates scenic drawings or light plots to find the safest and most cost effective construction methods, as well as, creates construction drawings for all scenic elements or creates plans for the hanging, circuiting and focusing of lighting elements.

Ensures proper techniques associated with the build of the scenic or lighting elements, as well as, provides labor support in the construction.

Oversees safe working practices are being utilized in all areas of the scene or lighting shop and the theatre, including rigging.

Supervises other workers in the scene or lighting shop including the scene shop carpenter, work study, student staff, and students who are engaged in lab work within the scene or lighting shop.

Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Manages technical aspects of events.
2. Supervises and trains a stage crew.
3. Assigns employees to specific tasks.
4. Performs maintenance and upkeep of the facility and equipment.
5. Monitors technical components of the budget as assigned.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 75 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit and climb or balance.

**Experience/Educational Requirements:****Education:**

Associate's Degree from a two-year college or university in Theatre Arts or related field.

AND

**Experience:**

Three (3) years of experience related to the above described duties.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 01.03.17

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