

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Technicians
Adopted: 11/04/05

PERFORMING ARTS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for overseeing, managing, facilitating, and scheduling the daily activities of a performing arts center or theatre. In the course of these activities, the incumbent is responsible for safely and properly administering, monitoring and maintaining the technical and audio/visual needs required for both school and community events. An employee in this position renders advice/assistance to others in the educational use of the center/theatre. The work is performed under the general supervision of an administrator or a Department Head. Supervision of others may be a function of this position. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs and oversees the safe and proper setup and use of the rigging system, microphones, speakers and sound system;
Oversees and works with both student and professional crews;
Manages and oversees daily schedules of school and community events;
Manages front of house operations (box office and lobby);
Coordinates custodial and maintenance needs;
Serves as a resource to others in the use of the facility;
Recruits, oversees and supervises interns in various aspects of theatrical production;
Oversees all use of the integrated audio/video system;
Makes and distributes audio/video archival recordings;
Handles all copyright details.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the safe and proper use, setup and operation of rigging systems, microphones, speakers and integrated sound systems; good users' knowledge in the operation of a computer; good organizational skills; ability to make audio/video recordings; ability to understand and follow oral and written instructions; ability to establish and maintain good working relationships with others; accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Thirty (30) credit hours in Communications from a regionally accredited or New York State registered college **AND** one (1) year of experience in theater/musical communications, in production and program supervision and in the operation of complex lighting, sound and video equipment; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience as outlined in (A) above.

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