

CITY OF SALINAS

AUDITORIUM COORDINATOR

BARGAINING UNIT/CLASS CODE:

SMEA / Q09

DEFINITION

To operate technical equipment in the main hall at the Community Center; to assist in events supervision; and to perform technical equipment maintenance and assist in building maintenance/custodial duties, as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from Recreation Services Manager assigned to the Community Center. Provides technical and functional supervision to less experienced personnel (primarily temporary personnel).

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Supervise an hourly stage crew including participation in the selection process, training, scheduling, evaluation and recommendations on discipline. Prepare the auditorium for events and tear down thereafter including the design of lighting and sound, restoration of sound and lighting equipment, stage furnishings, and seating fixtures. During events, call cues, operate and supervise the use of lighting, sound, recording, mixing, follow spots, projection, stage rigging and other auditorium technical and stage equipment; supervise back stage access and security; enforce facility and City policies; supervise union crews; perform minor building/custodial maintenance and respond to emergency situations; start and stop shows. Plan events with users and conduct tours of the facility. Help maintain and move the automated seating system when required. Maintain Center lighting, sound and theatrical equipment. Confer with the Recreation Services Manager on prospective and scheduled events to assist in the event planning and determination of technical set up and requirements necessary to produce the event. Coordinate maintenance activities with the maintenance staff. Periodically inventory sound, lighting and stage equipment; refinish the stage floor; supervise marquee changes; open and close the building, and respond to emergencies at the Center, as required. In the absence of the Recreation Services Manager, supervise use of the auditorium during events and work with the Recreation Services Manager to determine permit requirements for upcoming events. Discuss event set-up with the Recreation Services Manager as required. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and occasionally assemble sound and amplification equipment related to auditorium use. Vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to push/pull, squat, twist, turn bend stoop, and reach overhead; physical mobility sufficient to move about the work environment, climbing ladders and walking on raceways elevated at more than 100 feet above the floor of the auditorium; physical strength to lift and carry a 20 lb. ladder from the floor and occasionally up to 50 pounds of boxes containing equipment, portable tables and other facility equipment; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Working conditions may vary from day-to-day but will primarily occur in an office environment or in the auditorium itself. Subject to standing and walking through the indoor facility during set-up and take down of equipment, and occasional sitting in an office environment.

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QUALIFICATIONS

Knowledge of:

Supervisory techniques and practices, effective training methods, and the experience and capabilities required of stagehands. Techniques required to effectively produce stage, theatrical and other events in the auditorium and Center. Technical and operational aspects of all the equipment used in the auditorium and of professional quality sound, lighting and recording of equipment used by visiting production companies; restrictions of auditorium and user equipment; diagnostic equipment and its use; current top level sound and lighting equipment and its use; the equipment and furnishings used in diverse parts of the Center. Techniques of minor plumbing, carpentry, woodworking, and custodial work; A/C electrical systems, adapters, power loss, and grounding schemes; the operation and maintenance of an automated seating unit. Permit requirements for events; how to effectively handle permit violations; City and facility policies and procedures; building and fire codes related to events; backstage and facility security and operating procedures; safety requirements for personnel and equipment; alarm procedures; Maintenance needs and procedures at the auditorium.

Ability to:

Prepare reports and keep records; design training plans for staff assigned; obtain estimates for repair/replacement of equipment and furnishings. Communicate and interact effectively and courteously with crew and a diverse group of users. Provide leadership, train, schedule and supervise hourly crew. Project user needs and foresee production problems, explain conditions, codes and City policies to users; adapt to unforeseen situations; deal effectively with permit/policy violations. Complete tasks with limited information and on short notice; assign tasks to appropriate personnel; supervise backstage personnel and passes; supervise security; assess damages caused by the users. Operate hand and power equipment; use diagnostic equipment; patch existing sound equipment into workable PA; troubleshoot and resolve problems in 70 volt line system; use unfamiliar equipment and perceive how equipment is put together. Prepare the auditorium for a variety of events; design and execute plans for lighting, sound and other technical aspects of facility use. Assume responsibility for supervision of events and activities, when assigned; respond effectively to emergency situations. Establish and maintain cooperative working relationships with others. Follow oral and written instructions. Be punctual; work irregular hours, long shifts, holidays, and weekends.

Skills to:

Operate lighting, sound, electrical, and mechanical equipment used at auditorium events. Design and execute technical plans for auditorium use. Communicate effectively, both verbally and in writing.

License or Certificate:

Possession of a valid California driver's license, American Red Cross First Aid and CPR certification.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to two years of college and four (4) years of experience in theater production including the lighting, sound and staging of events or an associate's degree and six (6) years of experience. Experience in the supervision of subordinate staff desirable. Professional experience in lighting, sound and recording experience is highly desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 10-90, REV: 2-94, REV: 11-03, REV: 03-06