

Senior Performing Arts Operations Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245783>

Downloaded On: Sep. 27, 2024 5:29pm

Posted Sep. 27, 2024, set to expire Jan. 28, 2025

**Job Title** Senior Performing Arts Operations Specialist

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 27, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4671778/senior-performing-arts-operations-specialist>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
  
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
  
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
  
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Under direction from the appropriate level manager or supervisor or designee, performs complex technical work in an instructional setting for a highly complex subject area; plans, organizes, and supervises a number of performing arts production and operations activities within the assigned area; creates and maintains the master calendar of events for the area of assignment; provides event planning, monitoring, and technical support for student lab sessions and all users of the performance/presentation facilities; oversees and coordinates building and facility maintenance and repair; performs a variety of technical tasks relative to the preparation and production of performances and events and the operation of all performance/presentation facilities.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Coordinates, plans, and oversees a variety of performing arts production and operations activities for all users.

In collaboration with department, and assigned supervisor/manager and others, oversees and participates in the development of the assigned area's operational plan as it supports and assists in the implementation of the goals and objectives of the area of assignment.

In collaboration with the assigned manager/supervisor and others, oversees budget preparation and administration relative to productions, events, activities, and operations; forecasts and assesses labor, equipment, materials, and staffing needs and submits estimates for performing arts events; creates and coordinates guest artist contract agreements; monitors and controls expenditures.

Prepares and maintains the master calendar of events for all performance/presentation facilities; schedules requests for facilities.

Oversees and participates with students and staff in the operation, maintenance, and repair of

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performing arts equipment including rigging, lighting and sound systems, and related machinery; provides supervision to student crews; serves as lead and provides functional and technical work direction to assigned staff.

Researches, secures, and coordinates the operation of specialized technical equipment or other services as needed for performing arts events; secures permits as necessary for assigned area. Coordinates, attends, and participates in production meetings; participates in developing ideas for various production events in collaboration with others.

Establishes and implements policies and procedures for the use of performance/presentation facilities including the safe use of specialized equipment related to the area of assignment. Participates in the selection of staff, volunteers, and student workers; plans staffing needs related to the activities and events for the assigned area; provides or coordinates training for students and staff, as necessary; provides mentoring and work direction to assigned student workers and lower-level staff; reviews and validates completed work for accuracy; works with staff and students to correct deficiencies; monitors staff and student days/hours and time entry.

Maintains departmental area(s) in a safe, clean, and orderly environment; assures compliance with established safety procedures and regulations; performs safety inspections of assigned facilities; monitors and reports repair/maintenance needs for facilities/equipment; coordinates required repair and maintenance work with College staff or vendors/, contractors, as required; refers unresolved problems to supervisor; prepares prioritized acquisition list for upgrading assigned facilities. Researches and contacts vendors/contractors for estimates and service, as appropriate. Prepares contracts, as necessary.

Schedules performances/events and maintains current knowledge of professional protocols. Coordinates program activities with school administration, faculty, and instructional programs; serves on school, campus, and District committees, task forces, and other work groups.

Acts as production consultant for School, College, District, and community events including awards and commencement ceremonies, as assigned.

Prepares and submits a variety of statistical and narrative reports; prepares budget reports, annual recap data, special reports, proposals, recommendations, and other materials as requested; prepares and submits recommendations and plans related to assigned activities; coordinates and responds to periodic audits, as directed; reviews and clarifies the accuracy of data concerning program participation.

Maintains current knowledge of the regulations, policies, and application requirements and eligibility criteria for performing arts programs; ensures compliance with School, College, and District policies and procedures as well as local, state, and federal codes, regulations, and laws related to the assigned area; maintains working knowledge of standard operating procedures within the area of assignment.

Attends a variety of meetings, workshops, conferences, presentations, and training sessions as

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required; maintains compliance with mandatory trainings and certifications as directed by supervisor; attends and participates in diversity, equity and inclusion trainings and events. Fosters a collaborative and inclusive environment that promotes creativity and professionalism; establishes and maintains cooperative working relationships with students, staff, and faculty, as well as various outside groups to ensure efficient, effective, and correct implementation of departmental objectives.

Maintains departmental area(s) in a safe, clean, and orderly environment; assures compliance with established safety procedures and regulations; refers unresolved problems to supervisor. Uses District, College, State, and Federal regulations, policies, and procedures to provide accurate information to students, staff, faculty, and others; abides by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations.

Participates in updating the departmental website, as well as relevant social media sites, as required.

Provides training, mentoring, and work direction to assigned student workers and lower-level staff; reviews and validates completed work for accuracy.

May perform the duties of lower-level classifications within the area of assignment, as needed.

Performs related duties as required.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

College performing arts programs, events, productions, and other activities.

Technical aspects of performing arts productions including lighting, scenery design, costume design, and construction techniques.

Technical performing arts terminology.

Principles and practices of production development and administration.

Principles and practices of performing arts design and technical production.

Methods and techniques used in the production of events.

Principles and practices of performing arts operations.

Various performing arts equipment including rigging, lighting and sound systems, and related machinery.

Principles, practices, and procedures of supervision and training.

Work organization and planning principles and practices.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.

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Philosophy, operational characteristics, services, activities, goals, and objectives of the assigned area; specialized functions, activities, operations, rules, regulations, requirements, and restrictions related to the area of assignment; terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the area of assignment.

Office procedures, methods, and equipment including computers, specialized hardware, and applicable software applications.

Principles and practices of budget preparation and administration including time, material, and labor cost estimating.

Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.

Principles and practices of performing arts safety.

English usage, grammar, spelling, punctuation, and vocabulary.

### **Ability to:**

Coordinate a variety of performing arts production and operations activities.

Perform responsible and difficult performing arts production and operations duties involving the use of independent judgment and personal initiative.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Organize and implement sound, lighting, and set designs in performing arts productions.

Prepare and maintain the master calendar of events for all performing arts and related facilities.

Effectively coordinate and oversee a variety of events.

Demonstrate working knowledge of performing arts equipment including rigging, lighting and sound systems, and related machinery.

Oversee and participate in the operation, maintenance and repair of performing arts equipment.

Participate in activities that accomplish the goals, objectives, and procedures of the assigned area.

Develop, implement, and evaluate the delivery of performing arts services to students.

Supervise and train assigned staff and student crews.

Review and prepare technical contracts for assigned area.

Operate office equipment including computers and specialized hardware systems and software applications; use technical design software.

Facilitate and prepare budgets for assigned areas; participate in monitoring and coordinating the budget for all events within the area of assignment.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Understand, interpret, and apply administrative and office policies and procedures as well as

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pertinent laws, regulations, and ordinances.

Maintain current knowledge of the performing arts and local, national, and international performance artists.

Research, compile, analyze, and interpret data.

Prepare a variety of clear and concise recommendations and reports.

Work collaboratively with artists, faculty, staff, students, and administration in establishing and maintaining effective working relationships.

Effectively utilize computer applications and equipment in the performance of duties; adapt to changing technologies and learn functionality of new equipment, programs, and systems as they evolve.

Work in an atmosphere of collegial decision-making, demonstrating consensus-building skills.

Represent the Division and College in a wide variety of campus and community settings.

Demonstrate commitment to academic excellence.

Learn and understand the organization and operation of the assigned department as necessary to assume assigned responsibilities; understand, explain, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; work within the policies, functions, and requirements of area of assignment.

Communicate clearly and concisely, both orally and in writing in English; use correct English usage, grammar, spelling, punctuation, and vocabulary; understand and follow oral and written directions in English; listen actively and effectively.

Develop, maintain, and foster effective working relationships involving interactions and communications personally, by phone, and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis.

Interact extensively with and respond to requests and inquiries from students, faculty, staff, and the public; effectively present information in person or on the telephone to students, staff, or the public; provide excellent customer service.

Operate office equipment including hardware, software, and devices supporting word processing, database management, and spreadsheets; type or enter data at a speed necessary for successful job performance; research, compile, analyze, and interpret data; maintain accurate filing, record keeping, and tracking systems; apply excellent organization skills and attention to detail; compose and prepare correspondence and memoranda; maintain filing systems; prepare documentation, reports, and other written materials.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Work effectively under pressure with frequent interruptions and a high degree of public contact on a variety of tasks concurrently while meeting established deadlines and changing priorities; concentrate on detailed tasks for extended periods of time; work confidentially, independently,

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and collaboratively.

Exercise good judgment, discretion, and personal initiative in resolving confidential, difficult, and sensitive situations, according to established policies and procedures; use sound judgment in recognizing scope of authority; maintain critical and sensitive information, records, and reports confidentially.

Provide training and work direction to assigned temporary and student staff.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

Maintain the cleanliness, safety, and organization of assigned area; ensure adherence to safe work practices and procedures; monitor activities in assigned area and enforce policies for proper use and behavior.

Participate in trainings and meetings on-site and off-site as required.

Work evening/weekend shifts, as required.

### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in performing arts or a related field.

#### **Experience:**

Four years of increasingly responsible experience in performing arts operations and production/events management including one year of supervisory or lead responsibility.

Additional experience and/or education that demonstrates breadth of knowledge in performing arts production is highly desirable.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### **Environment:**

Work is performed primarily in a theater setting; exposure to noise, dust, and inclement weather conditions; occasionally works around loud noise levels; work near moving mechanical parts. At least minimal environmental controls to assure health and comfort. Some work is performed in a standard office setting. Position may be required to work evenings and weekends.





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### **Physical:**

Primary functions require sufficient physical ability and mobility to work in both an office and theater setting; to stand or sit for prolonged periods of times, to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

## Supplemental Information

Initial Screening Date: **October 8, 2024**

Range **136** of the **CSEA** Salary Schedule

Work Schedule: **Monday - Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: **40**

Months per Year: **12**

### **Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.



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The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

### **Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

### **California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

### **Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).



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### **Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

### **Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

### **Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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