

**FT Theater Production Coordinator
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=262944>

Downloaded On: Sep. 29, 2025 11:01am

Posted Sep. 25, 2025, set to expire Oct. 17, 2025

Job Title FT Theater Production Coordinator
Department TheaterProductionCoordinator25
Institution Cerritos College
Norwalk, California

Date Posted Sep. 25, 2025

Application Deadline 10/17/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Fine Arts - Drama/Theater

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Apply By Email

Job Description

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FT Theater Production Coordinator

Salary: \$85,234.92 - \$102,571.32 Annually

Job Type: Full Time

Job Number: TheaterProductionCoordinator25

Closing: 10/17/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: TheaterProductionCoordinator25

Division:

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Fine Arts & Communications

Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on October 17th, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

Department Profile

The Fine Arts/Mass Communication Division supports students pursuing associate degrees and certificates across a range of disciplines including, fine and performing arts, journalism, humanities, and film. The college is finalizing construction and preparing the opening of a new performing arts center that includes a mainstage, studio theatre, and recital hall. The college also maintains a state-of-the-art fine arts complex that includes a gallery and film studio.

Cerritos College is looking for professionals who embrace diversity, inclusion, and equity in their work, demonstrate creativity and innovation, work efficiently, show a record of success, and have a passion for arts education and community colleges.

Summary

Oversees and coordinates the logistics and technical aspects of the staging of college, professional

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touring, and local theatrical performances. Coordinates ticketing and "front of house" procedures and scheduling. Provides technical and artistic guidance and oversight to professional and student stage crews, and serves as on-site technical support to performing groups during events.

Distinguishing Career Features

The Theatre Production Coordinator is a specialized position assigned to the Performing Arts Center. This position requires demonstrated competency to organize and sequence logistical, technical, and creative services that support theatrical productions.

Job Duties

Essential Duties and Responsibilities

- Establishes and maintains the production calendar. Works with faculty to sequence dates and resolve conflicts.
- Provides on-site technical staging expertise at theatrical events, providing professional guidance and assistance to theatrical groups and personnel with regard to staging concepts, processes, and techniques.
- Oversees and coordinates the staging of theatrical lighting, sound, video and other equipment and/or assets, as required for individual performances.
- Provides technical oversight, guidance, and training to student theatrical crew members in basic theater practices, techniques, and work standards.
- Oversees and coordinates the troubleshooting, repair, and maintenance of theatrical staging equipment and facilities. Maintains a preventive maintenance program and contracts for repairs as necessary.
- Coordinates scheduling and training of theatre production technical and non-technical employees. Trains and oversees event stage crew personnel in technical safety procedures regarding theater facilities, equipment, and personnel.
- Oversees promotions and ticket sales for productions. Advises on design of brochures, posters, and other materials to announce productions.
- Assists with developing budgets for theatrical productions. Maintains approved budgets. Monitors production costs and provides billing information. Maintains inventories of materials and equipment necessary for the operation of performance spaces.
- Analyzes costs for productions and recommends new and existing materials to fit into budgets. Arranges for supplies, equipment and services for productions. Arranges for legal permissions to use production materials.
- Coordinates and oversees the use and operation of the on-campus theater facility. Provides input

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into the development of policies, guidelines and procedures related to theater activities.

- Coordinates scheduling of events, consulting with the Dean and faculty..
- Confers with individuals and groups, both on-and off-campus to provide information on facility usage and capability, available equipment, and scheduling. Provides technical assistance to those using the theater equipment. Provides advice to users regarding performance production aspects.
- Recruits and directs the work of staff and student assistants to provide technical production and ushering support. Provides instruction to staff and volunteers in work and safety procedures.
- Distributes information about the facility to interested parties and encourages use of the facility.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Education and Experience

This position requires a Bachelors degree in theater management, performing arts or equivalent, and three years experience in theatrical management.

Preferred Qualifications

- Bachelor's degree in arts administration or a closely related field.
- Two years of experience in theatre management within a college or university setting.
- Willingness and ability to work irregular hours, including evenings and weekends as needed.
- Bilingual proficiency in a language other than English.

Supplemental Information

Knowledge and Skills

The position requires specialized knowledge of the elements in the visual and performing arts. Must have working knowledge of computerized and conventional professional theatrical staging, materials, equipment, and facilities. Requires knowledge of theatrical lighting and sound techniques. Skills in organizing resources and establishing priorities. Knowledge of current technological developments/trends in area of expertise. Requires well-developed informal leadership and organizational skills. Requires knowledge of the intricacies of developing and administration of

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budgets. Requires knowledge of and skill at using personal computers and software programs such as those for office productivity and graphics. Requires sufficient math skills to make detailed measurements and compute distance, totals and portions. Requires well-developed human relation skills to teach/train student workers and volunteers, build harmony among team members, and convey technical concepts.

Abilities

Requires the ability to provide technical leadership to professional staff and/or students in area of expertise. Requires the ability to successfully see the production of multiple programs throughout completion. Requires the ability to teach and instruct others. Must be able to insure that safety is a priority focus in construction of sets and production of programs. Requires the ability to manage the business aspects of the area of assignment, including reporting, record keeping budget preparation and administration, facilities and staff management. Requires the ability to maintain productive and cooperative working relationships with others.

Physical Abilities

Incumbent must be able to function indoors in a theater/shop environment engaged in work of a moderately active to active nature. Requires the ability to stand for extended periods of time, walk up to 100 yards. Requires the ability to push, pull, and guide materials over 75 pounds on an intermittent basis. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and operate woodworking equipment, instruments and dials. Requires auditory ability to hear and discern operating levels from sound systems and equipment. Requires near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view lighting displays. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in evening and weekend hours.

Licenses and Certificates

Requires a valid Driver's License.

Working Conditions

Work is performed indoors where some safety considerations exist from moving objects, physical labor, and equipment.

Salary/Fringe Benefits

Grade 44 on District Classified Salary Schedule (\$7,102.91 -\$8,547.61/month).

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Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

Conditions of Employment

This is a full-time, 12-calendar month classified position.

The position will have flexible days and evenings depending on events and production schedules.

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

****Please note - the District does not provide for immigration sponsorships such as H1B Visas**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview. It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

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- Resume/Curriculum Vitae
- Cover Letter
- Copy Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/5086172/ft-theater-production-coordinator>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

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

Contact

TheaterProductionCoordinator25
Cerritos College

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