



Job Specification

Job Title: Production Coordinator, Rialto
BCAT Code: 710X BX
Pay Grade: G09

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides assistance with the upkeep and maintenance of all sound and lighting equipment in the Rialto Center. Assists the Stage Manager in supervising the backstage labor crew and interacting with clients to prepare for and execute all show plans.

Examples of Duties

- Assigns and trains all stage crewmembers.
- Ensures the safety and welfare of all backstage crewmembers.
- Ensures the Rialto stage, backstage equipment and facilities are functioning properly.
- Works closely with the Production Manager to ensure that all clients' needs are met regarding the show plans.
- Maintains a complete inventory list of all sound and lighting equipment.
- Assists with determining future equipment needs.
- Interacts with subcontractors to ensure optimal performance of all equipment.
- Assists with supervision of on-site crewmembers, runners, and others stage hands.
- Assists with the set-up for stage events and authorizes changes as needed.
- Acts as a crew chief in lieu of the Stage Manager.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Extensive knowledge of lighting and sound systems.
- Knowledge in production management.
- Basic rigging knowledge.
- Ability to direct the work of others.
- Ability to operate hand and/or power tools.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards

Bachelor's degree in a related area; or a combination of education and experience. Production management experience preferred. Extensive knowledge of lighting and sound systems; maintenance and construction abilities and basic rigging knowledge.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.