

## Production Coordinator

The Production Coordinator (PC) is a member of the Irvine Barclay Theatre Operating Company (IBT) Operations department. Reporting to the IBT Production Manager, the PC accomplishes administrative and production support for all production related activities in, and on the grounds of, IBT.

## Duties and Responsibilities

### 1. Administrative, Managerial and Clerical (50%)

Planning and scheduling production activities to ensure all presentations run efficiently for IBT staff, visiting performers and rental clients

- Staff Scheduling – Stage leads, stagehands and student employees
  - o Follow up with all scheduled staff to confirm shifts and assignments
  - o Send daily and weekly schedules and communicate schedule changes to relevant stage crew and other IBT colleagues
- Develop and distribute show schedules
  - o Communicate schedule changes to relevant stage crew and other IBT colleagues
- Payroll processing
  - o Timesheet management, individual staff pre-approval
- Manage equipment rentals in consultation with Production Manager
  - o Coordinate equipment rental deliveries and returns with vendors, couriers and shipping companies
  - o Review rental invoices
- Order departmental supplies and stock

### 2. Event Production Management (30%)

- Attend and participate in rental client walk-throughs, as requested by the Director of Client Relations, as production representative
- Production supervisor for rehearsal days, rental days, simple production days, and simple performance days

### 3. Student entry level stagehand recruitment and training (20%)

- Post job descriptions
- Schedule and conduct interviews
- Assist with design of training program
- Schedule all, and conduct some, training sessions

## **Production Coordinator (cont.)**

### **Knowledge, Skills and Abilities**

1. Working knowledge of production staffing requirements for live entertainment events
2. Working knowledge of contemporary lighting, sound and rigging practices and techniques
3. Working knowledge of technical software specific to the live event production industry including house sound consoles, monitor mixing consoles and lighting control consoles
4. Exceptional analytical and problem-solving skills
5. Excellent verbal and written communication skills are required
  - a. Must be patient, gracious and composed in conversations with colleagues, performers and clients.
6. High regard for quality assurance
7. Advanced skill with Microsoft Word and Excel

### **Education and Experience**

1. A bachelor's degree from an accredited institution of higher education, in a field related to the work described here, is required.
2. A minimum of three years prior experience working in a variety of live event production settings is required
3. **Demonstrable** hands-on experience with all elements of live event production including, lighting, sound, rigging and stage safety is required
4. Professional certifications related to live event production will be considered a plus
5. Experience with CRM software, event and staff scheduling software, or payroll processing systems will be considered a plus

### **Work Standards**

1. Consistent demonstration of personal accountability, integrity, initiative and commitment to IBT's mission is expected
2. Demonstrable on-going mutual respect for internal and external colleagues is required
3. A work process that includes a personal emphasis on innovative problem solving through collaboration is essential
4. An ability to gracefully handle challenges in the context of a fluid and typically fast-paced daily work flow is vital

### **Other**

- Reports to: Production Manager
- Supervisory responsibility: Part-time stagehands and stage department heads
- Compensation: Full-time, hourly, starting at 26.50/hr. eligible for overtime
- Benefits package eligible: Yes
- Work-from-home eligible: No
- Working hours: Variable, agreed weekly schedule that will include nights and weekends
- Physical requirements:
  - Must be able to stand for long periods of time (at least one hour)
  - Must be capable of walking up and down stairs/inclines
  - Must be able to periodically lift items of up to 50lbs.
  - Must be able to assist others in cases of emergency