Santa Monica Community College District
Personnel Commission

Dance Production Specialist

CONCEPT OF THE CLASS

Positions in this classification assist with accompanists and all phases of the planning of dance performance productions, including costuming, lighting, sets, sound, and props.

ESSENTIAL DUTIES

Assists with the planning, overseeing, and scheduling rehearsals and performances with instructors, accompanists, choreographers, Events department staff, and the Theatre Arts department staff

Acts as lighting/sound designer/board operator and general stage technician as needed

Assists with planning, overseeing, and coordinating of the various phases of costuming, lighting, sets, sound, and props for the dance productions, in conjunction with instructors, choreographers, and other staff

Arranges the publicity for dance productions, including flyers, postcards, advertisements, and programs

Monitors budgets and arranges for payment of accompanists, dance productions and consultant contracts

Organizes and maintains costumes, props and other production inventory insuring items are clean and useable

Arranges and coordinates procurement and transportation of costumes to required fittings, rehearsals, performances, photo/video sessions, and storage

Schedules and attends dance production meetings, in order to coordinate information and personnel required to prepare and present the production

Performs other related duties as requested or assigned

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Supervision Received

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised

Positions in this classification do not supervise others.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic principles, methods, materials, and terminology used in stage production

Knowledge of basic principles of lighting, sets, props, audio and visual design and recording, and costumes

Knowledge of basic principles, methods, materials, and terminology used in publicity, house management, and box office

Knowledge of basic work scheduling and record-keeping methods

Ability to organize, and schedule work for others

Ability to work and meet deadlines with limited supervision

Ability to keep track of budget expenditures

Ability to establish and maintain cooperative working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education Requirement:

None.

Experience Requirement:

Two (2) years of experience organizing, and scheduling theatre or dance productions and/or events which include coordinating choreographers, and technicians involved in lighting and sound, costume/prop designers, and stage construction, publicity, and house management

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

While performing the duties of this position employees in this classification must be able to lift objects up to 20 pounds.

CLASS DETAIL

Job Family: Instructional Support

FLSA Status: Non-Exempt

Personnel Commission Approval Date: 11/09/06

Class History: Dance Production Technician (06/97)

Revision Date(s): Hay Study 11/09/06