ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE EXEMPTION CRITERIA SET FORTH IN RCW 41.06.070.

ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Performing Arts Facilities Coordinator/1242

Function and General Scope

Positions assigned to this class maintain, supervise and administer the operation of a concert hall and theatre in support of Music Program productions, all class programs scheduled in the facility, service center events or supports the production-related courses and production work of the Theatre Arts and Drama Program. Duties include, but are not limited to, planning, coordinating and implementing a wide variety of performing arts facilities and stage technical support; exercising independent judgment, initiative and responsibility to facilitate various presentations functioning as a stage/house manager on events, serving as a liaison between performers and crews for technical needs; performing budget development and monitoring; maintaining various inventories and expendable supplies, ensuring equipment maintenance and recommending equipment purchases; and serving as liaison with the Physical Plant ensuring safety and use of facilities and equipment in keeping with standard professional practices.

Classification Requirements (Minimum Qualifications)

Position requires a Bachelor's degree and three (3) years of stage/technical theatre and performing arts facilities experience. A Masters degree in an appropriate related discipline may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.