Job Title: Production Instructor – Theatre

Reports to: Program Manager, Theatre
FLSA Status: Exempt
Level: 116
Position Class:

Job Summary:
The major function of this position is to provide technical instruction for the theatre program in both classroom settings and performances. The Production Instructor - Theatre is responsible for the technical aspects of theatre productions at SCF.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Instructs and supervises students in construction aspects of sets, and instructs on various aspects of technical theatre and construction per technical theatre courses/production involvement courses.

2. Designs lighting plots for each show. Instructs students on how to design lights and provides supervision.

3. Instructs students on the safety issues of the equipment in the shop.

4. Designs and executes lighting and sound for each production to Director’s specifications. Coordinates the building of scenery for each production to designer’s specifications.

5. Responsible for care and maintaining areas and equipment in the scene shop, prop room costume shop and theatre space. Maintains inventory and instructs on proper use of equipment.

6. Contacts vendors as needed for service and to order all hardware, lumber, paint, and other materials and supplies for the scene shop.

7. Coordinates all technical rehearsals for each theatre production.
8. Coordinates all technical elements for all theatre program performances and serves in an operational staff capacity for the same.

9. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree (B.A.) from a four-year college or university; and one to two years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  No supervisory experience required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Working knowledge of College email and scheduling software.

- **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position is responsible for the Studio theatre’s scenic, lighting, and sound equipment.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with theatre instructors, auditorium staff, and guest directors (if used).
• **External Contacts:**
  This position has frequent contact with area vendors and the technical staff of area high school, community, and professional theatres.

**Work Environment:**
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.

The noise level in the work environment varies from moderate to loud.

Exposure to environmental conditions in this position can include working near moving mechanical parts, working in high/precarious places, fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

**Physical Demands:**
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use manual dexterity, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste and smell, and talk or hear. The employee is required to be able to lift up to 100 pounds. Specific vision abilities required by this job include close, distance, color, peripheral, depth perception, and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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