

Range H97

JTC NO. H59
FLSA EXEMPT N

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Part –Time Fine and Performing Arts Technical
Specialist I

DATE PREPARED: Spring 2003; Fall 2012; Fall 2016; Spring 2017

GENERAL SUMMARY:

Provides the college with Fine and Performing Arts technical support for fine and performing arts related college activities. This category would include the following personnel: house manager, stage manager, technical director, assistant technical director, lighting and sound directors, lighting and sound operators, carpenters, electricians, costume personnel, box office.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides technical support for specific fine and performing arts related college activities.
- Works in coordination with college personnel in the technical planning, developing, producing, construction or directing of fine and performing arts college related activities according to department/program guidelines and needs including timelines and completeness of projects.
- Works independently and in coordination with college personnel on fine and performing arts related activities that result in final projects, productions, or teaching demonstrations.
- May support in the coordination of fine and performing arts college related activities.
- May direct students and college staff in fine and performing arts related college activities.
- May require the ability to utilize fine and performing arts related equipment and/or computer technology.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

May require ability to work with moderately heavy equipment/material weighing up to 75 pounds.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Minimum of two years of professional technical experience in the fine arts and/or performing arts, or related equivalent professional experience. Requires demonstrated organizational skills and oral and written communication skills to interact with individuals from diverse backgrounds. The ability to provide quality customer service. Documentation of professional experience will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

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