



Position Title: Part-Time SEDT Production Assistant/Coordinator

Job Code: 8104

Reports To: Department Chair

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time SEDT Production Assistant assists all SEDT and Arts & Philosophy (theater) faculty in all aspects of film, TV, theater, music, graphic/web design production, and photography.

Duties & Responsibilities:

- Supports SEDT, Media Services, and Arts & Philosophy in all aspects of production for: film, TV, theater, music, graphic/web design technology, and photography in the classroom, labs, and during productions.
- Evaluates and advises students
- Participates in departmental and College affairs
- Assists in developing new curricula
- Recruits students
- Serves on college committees
- Prepares and submits student information to Department Chairperson
- Serves as Technical Manager for theatre productions including: (but not limited to) set design, lighting, music composition and recording/mixing, costuming, theater tech., stage and box office management.
- Performs as show producer (publicity, front of house, print publications, organizes backstage personnel
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's Degree in fine arts and/or performing arts and three (3) years of experience in film, TV, music, and/or theater or performance experience.
- Technical experience in film, TV, music recording/mixing, theater tech., etc.
- Computer literate (design, music, theater tech. software)
- All educational degrees must be from a regionally accredited institution
- Ability to function well in a technological environment and willing to use technological tools in instruction
- Possess excellent communication skills and ability to communicate effectively with students with a wide range of skills
- Possess excellent interpersonal skills
- Ability to work well with students, faculty, staff and the community
- Preference will be given to applicants with College level teaching experience
- Demonstrated effective use of active learning techniques
- Knowledge of various approaches to scenery design and lighting design to include Computer-aided Design (CAD) experience
- Possess documented significant professional design and lighting experience
- Ability to work in a multi-ethnic/multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name