BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Technical Coordinator

DEPARTMENT: Community and Cultural Affairs/Human Resources

FUNCTION: Oversees all technical requirements for activities in the East Hall Lab Theatre and the Ciccone Theatre including systems’ operations, staff assignments, event coordination and scheduling coverage.

REPORTS TO: Director of Community and Cultural Affairs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates technical aspects of College productions in the theatre including: Production Team member and liaison to Producer; scenery building & painting; technical lighting, sound, and rigging systems support and operations; supervision of shop and student crews, and production load-in/load-out and strike.

2. Coordinates technical aspects of performing arts events in the Theatre including: sound and lighting requirements as specified in technical riders; technical crew staffing; bidding and rental of auxiliary technical equipment as needed; and coordination (with the CCA Director) of all contractual obligations and performer requirements.

3. Provides technical and staff support for all other events in the theatre including: student activities; academic programs and lectures; administrative events; and community use of facilities and rental contracts.

4. Maintains an inventory of theatre equipment and materials; ensures the repair and routine maintenance of all equipment, tools, and technical systems including warranty requirements and vendor contracts.

5. Makes purchase requisition recommendations for capital expenditures, equipment upgrades and shop supplies related to technical theatre operations.

6. Interprets and implements sound and lighting specifications and/or makes appropriate alternate recommendations; translates shop drawings into scenery construction and modifies as necessary.

7. Maintains safe operations and clean and organized environments in the Theatre, backstage, in work areas and the shop, and on stage and in the control booth; ensures all Electrical Code and Fire Code requirements are met and trains users in the safe operation of tools and equipment.

8. Schedules and assigns technical staff, on-call support, and student aides to fulfill production and event requirements.

9. Performs additional tasks or duties as assigned by the Director of Community and Cultural Affairs, or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Working knowledge of design software such as AutoCad. Familiarity with Fire Code, Electrical Code, and OSHA requirements. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in Theater or related field (technical theatre is preferred)

Experience: Minimum of 2 years of professional technical theater experience, with at least 1 year in an educational theatre setting

Other: Must have a valid New Jersey Driver’s License

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________

Name/Title

Approved by: _____________________ Date: ____________

Name/Title

Reviewed by: _____________________ Date: ____________

Human Resources

Board Approval: _____________________ Date: ____________

Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE