



CLASSIFIED
Job Class Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 04-2021/22
DOCUMENT NO. 02-2021/22
DATED: 08/12/2021

PRODUCTION AND BUSINESS MANAGEMENT COACH

DEPARTMENT/SITE: Visual and Performing Arts

SALARY SCHEDULE: Supplemental-Help

SALARY RANGE: \$24.00 Per Hour

WORK YEAR: Non-Contracted

REPORTS TO: Performing Arts Teacher

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Performing Arts Teacher, the Production Management Coach supports performing arts productions and curriculum within the performance facility. The position assists the teacher and students with the management of the day-to-day operations of the theatre, coordinating between the director and various production departments, providing public relation communication, printing and design, advertising, ticket sales, front-of-house coordination, CTSO/CTE event scheduling, and in-house events; and provides technical and instructional support to students and student crews to support theatrical production and business management. The incumbents in this classification provide the school community with support in providing a quality performing arts program which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Attends and fully contributes to regular meetings and regularly liaise with the artistic team.
- Attends production meetings as required and advises staff and students on all technical issues including lighting, sound, stage management and front of house as well as health and safety factors.
- Attends rehearsals as requested and shows leadership in technical rehearsal(s).
- Provides clear instruction to technical students (ticket sales, printing, and Front of House duties) in consultation with the Director. It will also be necessary for the Production and Business Manager to act as 'operator' for some events.
- Provides specific guidance for students wishing to specialize in production and managerial arts careers.
- Provides technical assistance for curriculum drama activities on business management.
- Provides training and manages student technical staff and/or members of the school community who are involved with technical roles in the performing arts.
- Provides technical assistance to performing arts productions; collaborates with creative departments to assist with lighting and sound sequencing, set movements, and production logistics.
- Sources all relevant equipment in consultation with the Teacher or Production Director.
- Keeps records and manages production budgets in support of Teacher / Director and various Creative Departments
- Works with the Director to implement a digital event ticketing system.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Principles, techniques, methods, and equipment used in business management and front-of-house coordination, and other technical aspects of theatrical business
- Graphic design and printing
- Computer-aided desktop productivity software including using Word and publishing applications
- Safe work procedures
- Basic math skills to compute distance, measurements, quantities, and load bearing requirements
- English usage, grammar, punctuation, and spelling to prepare written instructions to student workers

Skills and Abilities to:

- Design tickets and programs
- Perform online research
- Organize projects effectively
- Observe, practice, and train others in safe work habits
- Communicate effectively orally to demonstrate and assign work and give instructions to students
- Use hand and power tools effectively, as required for scenery construction

RESPONSIBILITY:

Responsibilities include: working under direct supervision using industry standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION / EXPERIENCE REQUIRED:

The position typically requires the equivalent to a high school diploma and two years of experience of business sales and management, or equivalent. Experience with public relations and graphic design is required. Experience in educational performing arts is preferred.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is performed indoors and outdoors where safety considerations exist from physical labor and exposure to tools, moving objects, and extreme heat, dust, and noise extremes
- Requires the ability to stand for extended periods of time and walk up to 400 yards

- Lift, carry, and move heavy weights of up to 75 pounds on a regular basis and the ability to push, pull, and guide materials over 75 pounds
- Climb, stoop, kneel, and crouch
- Sufficient hand eye coordination and hand and finger dexterity including ability to grasp
- Visual acuity to operate specialized equipment and read technical (including blueprints) and safety information
- Auditory ability to hear machinery sounds and alarms
- Near and far visual acuity to read printed materials, observe 3- dimensional views, moving objects, and work-in-progress
- Speaking ability to project voice to a small group and to carry on ordinary conversations