



TITLE: THEATER COORDINATOR (PART-TIME)

JOB PURPOSE:

The Theater Coordinator is an advisory position responsible for overseeing safety practices in lab classes, advising students on technical aspects of productions, and maintaining work areas and equipment in collaboration with the Technical Services Council. The role involves instruction and advisement for the student-run theatre at Georgia Tech.

IMPACT AND INFLUENCE:

Interact with DramaTech staff and students, vendors, GT Facilities, Ferst Center and other GT staff. Work collaboratively with the Technical Services Council.

KEY RESPONSIBILITIES:

Duties may include but are not limited to:

- Supervise safety practices in lab classes in scenic construction and painting, lighting, sound, and costume construction
- Advising students in all technical aspects of productions outside of lab class hours, as requested
- Work in collaboration with the Technical Services Council to establish and document technical theatre best practices
- Assist in building safety and infrastructure maintenance for work areas and equipment in conjunction with the Technical Services Council
- Advise DramaTech leadership on industry-standard practices
- Participate in Technical Services Council meetings and work events
- Provide phone and email support as needed
- Perform other related duties as assigned

EDUCATION, SPECIALIZED KNOWLEDGE AND EXPERIENCE:

Degrees required for this job: Bachelor's degree in Technical Theatre or Production Management

Degrees preferred: Bachelor's degree in Technical Theatre or Production Management

Years of experience required for this job: Minimum four to six years of job-related experience

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Certifications or licenses required for this job: First Aid certified (training available through GT)

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SPECIALIZED SKILLS:

- Experience working with and teaching non-theatre major, college-aged students at varying levels of experience
- Computer skills to include Windows and Mac-based systems, including computer-aided design software
- Working knowledge of Vectorworks CAD software
- Working knowledge of:
 - ETC lighting systems and equipment
 - Digico and Dante sound systems
 - video projection software and hardware
 - general carpentry
 - sewing
 - rigging
 - hydraulic lifts

Specialized Skills Preferred: see above

Link to apply:

https://careers.hprod.onehcm.usg.edu/psc/careers/CAREERS/HRMS/c/HRS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=03000&JobOpeningId=304309&PostingSeq=1