



**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

**LIGHTING OR SOUND DESIGN COACH**

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| <b>DEPARTMENT/SITE:</b> Visual and Performing Arts | <b>SALARY SCHEDULE:</b> Supplemental-Help |
|  | <b>SALARY RANGE:</b> \$24.00 Per Hour     |
|  | <b>WORK YEAR:</b> Non-Contracted          |
| <b>REPORTS TO:</b> Performing Arts Teacher         | <b>FLSA:</b> Non-Exempt                   |

**PURPOSE STATEMENT:**

Under the general direction of the Performing Arts Teacher, the Lighting or Sound Design Coach supports performing arts productions and curriculum within the performance facility. The position assists the performing arts teacher and students with the technical aspects of the lighting and/or sound design for all performing arts productions, school tours, CTE/CTSO events and community performances; provides technical, instructional, and artistic support to students and student crews and serves as on-site technical support to student productions; coordinates lighting and/or sound requirements for productions which may include recorded effects, live effects and microphone usage. 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.*

- Coordinates, and arranges the staging of theatrical sound, video and other equipment and/or assets, as required for theatrical performances; determines the sound requirements that enhance viewing and audibility of sets and performers; designs sound/effects for events that include writing of sound cues.
- Assists the Performing Arts Teacher to lead students through the design process, including: script analysis, research, concept, technical drawings and physical implementation.
- Explores innovative designs that support theatrical productions; presents ideas and concepts to those involved in productions.
- Maintains up-to-date knowledge of the trends in the entertainment industry that apply to sound and special effects, including the equipment.
- Oversees and provides on-site technical staging expertise at theatrical events, providing professional guidance and assistance to theatrical groups and personnel with regard to staging concepts, processes, and techniques.
- Oversees, coordinates, and integrates the staging of theatrical sound, video and other equipment and/or assets, as required or individual performances.
- Participates in set construction, staging and set design.
- Programs lighting and/or sound boards and operates lighting, sound, and projection equipment; sets up, patches, and tests microphones, recorders, and multimedia for events.
- Provides instruction, technical oversight and guidance, and instruction to stagecraft students and student crew members in the theory and application of lighting design, sound design, theater equipment operation, and work safety standards.
- Provides on-site technical expertise at performing arts events, providing guidance and assistance to

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theatrical groups and personnel with regard to sound and special effects.

- Provides technical oversight: guidance and training to student theatrical crew members in basic theatre practices, techniques, and work standards.
- Trains and oversees student stage crew personnel in technical safety procedures regarding theatre facilities, equipment, and personnel.
- Troubleshoots, repairs, and maintains theatrical equipment and facilities; maintains a preventive maintenance program and contracts for repairs as necessary; inspects sets and equipment for safety and operability.
- Works with Teacher / Director, Production Manager, and other Creative Teams to meet production timelines and budgets.
- 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:**

- Theatrical lighting design, sound design, theatre lighting and sound systems and equipment for assembling lighting and sound sequencing
- Principles, techniques, methods, and equipment used in technical aspects of production
- Lighting and Sound design theory and the installation, maintenance, and repair and calibration and integration of lighting, sound, special effects, and other production equipment
- Stage design and scene construction, painting, and rigging
- Operational methods of scene shops and other theatrical support functions
- Safety procedures with equipment, including the structural integrity of sets and scenes
- Oral and written English usage, grammar, punctuation, and spelling to convey technical concepts and prepare instruction manuals
- Math skills to make detailed measurements and compute distance, totals and portions

### **Skills and Abilities to:**

- Design and construct stage sets and props, including sound and special effects systems
- Calibrate and program sound systems
- Demonstrate and instruct techniques to stagecraft students and other theater users
- Observe safety rules and building codes
- Interpret design specifications, plans, and schematics
- Fabricate and manufacture custom items/objects to meet specialized needs
- Advise and assist students with construction, carpentry, and electrical procedures
- Perform maintenance on, repair, diagnose, and troubleshoot carpentry, construction, and electrical tools and equipment
- Maintain accurate records
- Use hand and power tools related to the work including electronic instruments

### **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:**

A high school diploma with a minimum of three (3) years of high school theatre arts education OR one (1) year of college level theatre arts sound and/or lighting credits. Preferable one (1) year of industry experience in theatrical production and experience in construction, maintenance, operation and stage equipment. Additional experience may substitute for some higher education. One (1) year of supervisory experience is preferable.

**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 in a theater/shop environment where safety considerations exist from physical labor and working with electricity and power tools. Requires work in the evening and on the weekend.
- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 75 pounds and push, pull, and guide materials over 75 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate woodworking equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from sound systems and equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view lighting displays
- Speaking ability to carry on ordinary conversations