



**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 CONSTRUCTION AND OPERATIONS COACH**

<b>DEPARTMENT/SITE:</b> Visual and Performing Arts	<b>SALARY SCHEDULE:</b> Supplemental-Help
	<b>SALARY RANGE:</b> \$29.00 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 Production Construction & Operations Coach supports performing arts productions and curriculum within the performance facility. The position assists the teacher and students with scene shop supervision, maintenance, carpentry, painting, production properties, and set movement assistance to performing arts productions; provides craft and custodial support to set construction and facilities; and provides technical and instructional support to students and student crews to support performing arts and CTE/CTSO events. The incumbents in this classification provide the school community with support in providing a quality theatre 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.*

- Assists with construction scenery and sets based on approved designs; performs carpentry duties such as, but not limited to, rough and finish work, painting, and assembly.
- Coordinates, purchases, and collects the production properties for each school event, including school tours and CTE/CTSO events.
- Documents various work activities including labor and expenses associated with construction; initiates orders, receives and processes invoices for purchased items.
- Ensures the cleanliness and organization of the scenery shop and storage areas; maintains continuous accessibility of the shop and storage areas to theater production, class, and outside group uses.
- Instructs students in the safe use of power and hand tools, construction techniques for building and painting sets; monitors student work for safe work habits.
- Provides technical assistance to performing arts productions; assists with lighting and sound sequencing, set movements, and production logistics.
- Stores and inventories scenery that can be re-used; removes and properly disposes of other scenery.
- 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 the construction of sets and scenery, and other technical aspects of theatrical production
- Installation and repair of lighting, sound and other theatrical equipment

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 MOTION NO. 37-2021/22  
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- Safe work procedures, including safe use of rigging apparatus
- Computer-aided desktop productivity software
- Math skill to compute distance, measurements, quantities, and load bearing requirements
- English usage, grammar, punctuation and spelling to prepare written instructions to student workers
- Reading blueprints and drawings of scenery and set construction

**Skills and Abilities to:**

- Perform carpentry duties such as rough and finish work and painting to achieve 3-dimensional effects
- Use a variety of power and hand tools skillfully and safely
- Train others in safe work habits
- Effectively interact with students and co-workers

**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 in carpentry and general maintenance. Experience with set/scenery construction is preferred. 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
- Stand for extended periods of time, walk up to 400 yards
- Lift, carry, and move heavy weights of up to 75 pounds on a regular basis and push, pull, and guide materials over 75 pounds
- Climb, stoop, kneel, and crouch
- Hand eye coordination, 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