Western Connecticut State University
School of Visual & Performing Arts
Theatre Arts Production Coordinator

Western Connecticut State University is looking for a Production Coordinator for our Theatre Arts department. WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Position Summary: The Theatre Arts Production Coordinator will be responsible for the scheduling, coordination, and support of technical and design elements for all Mainstage and Studio Theatre Arts productions. The responsibilities associated with this position include safety, facilities, and inventory maintenance, pedagogical and technological support for classrooms and performances, manufacturing productivity, coordinating outside rentals, and fiscal consciousness. It also oversees and contributes to the safe build, installation, and strike of all scenic elements for Mainstage and Studio Theatre productions. This position also oversees and manages the Theatre Arts Scene Shop, manages the department’s storage spaces, and monitors and maintains stock inventories of building materials and tools for overall cost efficiency. This position requires the ability to work non-traditional hours, which include weekends and evenings in concert with production needs. This position supervises University Assistants and Student Employees. Duties include:

Position Responsibilities:

- Serves as the Technical Director for productions during each academic semester (usually no more than two per semester). Additionally serves as the contact person for outside rentals and assists the Technical Coordinator with internal and external events. This position also assists faculty with smaller classroom projects to provide advice on technical elements as needed.
- Ensures safety in all Theatre Arts production spaces; works collaboratively with the Director of Emergency Management & Environmental Health and Safety and will be responsible for instruction, adherence to, and enforcement of safety protocols established by the University and OSHA regulations.
- Supervises students, Student Employees, and University Assistants in the Scene Shop and performance venues. Provides technical instruction to faculty and students to realize safe executions of designs and ensures utilization of safe construction techniques. Identifies students requiring support and or intervention to enhance the educational experience.
- As the Scene Shop Supervisor, is also responsible for maintenance and upgrades of the laboratory tools and equipment.
- Establishes and maintains contracts with vendors, guest designers, theatre equipment/technology/software providers, and contract labor when needed.
- Oversees production budgets and spending processes to maintain fiscal compliance.
Position Announcement

• Develops and implements schedules in collaboration with other production departments. Works with designated Scenic Designers to translate designs to the stage; creates, revises, and/or archives technical/construction drawings.
• Oversees Technical Rehearsals and Dress Rehearsals for no more than two productions during any given academic semester to ensure safety and scheduling. Supervises all backstage crew during rehearsals and performances.
• Acts as liaison between the Theatre Arts program and external entities regarding technical and scheduling needs for rentals. Similarly, acts as a liaison with Theatre Arts student groups concerning usage of the production and performance spaces. Facilitates creative and innovative collaborations with faculty, student, and guest artist directors and designers.
• Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Qualifications:
• Bachelor’s degree with emphasis in Technical Production required; Master’s degree preferred.
• Four years professional technical production experience
• Experience in building and maintaining budgets and budgeting systems
• Experience leading undergraduate student crews of varying skill levels
• Proven ability as a carpenter, welder, and theatre technician with experience in rigging and utilizing automation equipment
• Ability to communicate effectively with colleagues and guest artists
• Aptitude with Microsoft Office programs, VectorWorks/AutoCAD
• Proven organizational skills and ability to multi-task
• Ability to work on ladders/personal lifts and be able to lift 50 lbs.
• Up to date training certificates from OSHA, or ability to obtain a minimum of OSHA 10 certificate

Salary & Benefits: The hiring salary range is $78,262 - $101,594 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Please name your materials with your last name and email your materials to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Theatre Arts Production Coordinator. Application materials must be emailed to: hrpositions@wcsu.edu. Application materials must be submitted no later than Friday, July 7, 2023. Late applications will not be accepted.
State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer