



JOB DESCRIPTION

TITLE: Amphitheater Coordinator Part-time
DEPARTMENT: Parks and Recreation
GRADE: 10
FLSA: Non-exempt
EEO DESIGNATION: Administrative Support
REVISION DATE: 3/19/2021

POSITION SUMMARY

Under the direction of the Parks & Recreation Director, performs a variety of technical duties as well as routine duties as needed to coordinate the day-to-day operation of the amphitheater. Work is performed with little supervision; work schedule is varied and will be determined by the scheduling demands of the amphitheater. Hours will be mostly afternoons and evenings, with many weekends and holidays as required by venue.

ESSENTIAL FUNCTIONS:

- Coordinate the technical daily activities and venue function of the amphitheater to insure all programs, concerts, plays or other activities are carried out in a professional manner. Work with organizations renting the facility regarding scheduling needs and coordinate with the Parks and Recreation Director on event scheduling, post-performance clean-up, and general equipment needs and purchases.
- Assist in coordinating contracts and technical riders for performing artists. Review technical riders and ensure tech compatibility and with with artist management prior to contracted show regarding proper fulfillment. Provide technical assistance and coordinate needs for the artists and their crews. Maintain artists' technical files and ensure that all technical riders are met including lighting, sound and other tech needs.
- Operate main soundboard and/or lighting and/or supervise and direct other amphitheater technicians in the operation of sound, lighting and stage elements during public performances;
- Ensure that all sound and lighting is set up in a way that will not harm the system or be used in a damaging manner. Control use of equipment and lights during rental use by maintaining inventory record and storage protocol of all lighting and sound equipment. Assist in the procurement of sound and lighting equipment for the amphitheater.
- Represent the City to the public and respond to requests and questions as directed.

MINIMUM QUALIFICATIONS:

Must have a High School Diploma or equivalent and sufficient education and training to demonstrate an aptitude or ability to perform the essential duties.

Knowledge of equipment includes, but is not limited to, sound systems, lighting systems, projection systems, staging, and rigging. Must possess a valid Utah Driver's License.



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KNOWLEDGE, SKILLS AND ABILITIES

Applicant must have previous experience and knowledge working in the performing arts industry. Must have general experience and knowledge in audio sound systems as well as the set up and use of sound systems and accompanying soundboard. Must have previous knowledge and experience working with stage lighting as well as the set up and use of stage lighting controls and boards.

This position requires excellent communication skills, both written and oral and an ability and/or willingness to cooperate with others. Must have basic computer skills in word processing, spreadsheets and email. Must have the ability to coordinate multiple tasks and use independent judgment to solve problems.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus. The noise level may range from low to very loud.

Most of the preparation work for shows is performed indoors, while the majority of the work is performed outside during show runs and on occasion in inclement weather.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.