FLSA: Non-Exempt*

# Entertainment Production Coordinator

## SUMMARY

Under general supervision, coordinates, organizes, and participates in the planning and implementation of live performances, theatrical and entertainment productions, facility rentals, community programming, and special events at the Singh Center for the Arts and other assigned Town facilities. Serves as the lead operational coordinator during assigned programs and events, ensuring activities are conducted safely, efficiently, and in alignment with operational and program objectives. Assists supervisory staff with event planning, scheduling, staffing coordination, production logistics, vendor and client communication, marketing support, and facility operations. Assists in efforts to increase facility utilization, revenue opportunities, community engagement, and program effectiveness. Interacts professionally with artists, vendors, facility users, elected officials, Town staff, and members of the public. Performs related work as required.

## SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Entertainment Production Supervisor and/or Director of Community Services. May exercise technical and functional direction over Recreation Specialists, Recreation Assistants, Entertainment Production Technicians, and seasonal or volunteer staff during assigned programs and events. This classification does not exercise formal supervision.

**ESSENTIAL FUNCTIONS --** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Coordinates and participates in the planning, organization, and execution of entertainment productions, theatrical performances, special events, and related programming at the Singh Center for the Arts and assigned Town facilities.
- Serves as on-site lead during assigned productions and events, ensuring technical operations, staffing, and event flow are executed safely, efficiently, and according to established production plans.
- Assists supervisory staff in developing production schedules, event timelines, staffing plans, technical requirements, and operational strategies.
- Directs and supports technical staff, part-time personnel, and volunteers during event execution, including setup, show operations, and strike activities, but does not exercise formal supervisory authority.
- Coordinates production logistics including staging layouts, technical requirements, equipment needs, scheduling coordination, and event readiness.
- Coordinates Facility Use Agreements (FUA) processes in collaboration with clerical staff, including booking coordination, documentation support, and production/facility scheduling alignment.

- Works with clerical and administrative staff to obtain estimates, quotes, and booking information for productions, facility rentals, and event services.
- Communicates with artists, performers, vendors, volunteers, and community partners regarding production requirements, logistics, and event execution under supervisory direction.
- Acts independently during assigned events when supervisory staff are unavailable, exercising sound judgment within established policies, procedures, and production guidelines.
- Assists in purchasing coordination, equipment replacement requests, and repair needs for production and event operations in accordance with Town procedures.
- Supports efforts to maximize facility utilization, production scheduling efficiency, and event/program revenue opportunities.
- Assists in preparation and distribution of production materials, promotional content, schedules, and operational communications.
- Monitors production and event activities to ensure compliance with safety standards, technical requirements, and Town policies.
- Resolves routine production and operational issues during events and escalates complex issues to supervisory staff as needed.
- Maintains records related to productions, staffing, facility usage, technical operations, and event outcomes.
- Participates in post-event and post-production evaluations and provides input on operational improvements and production enhancements.
- Performs other duties as assigned.

## DISTINGUISHING CHARACTERISTICS

This is the journey-level classification in the Entertainment Production series responsible for coordinating and leading assigned entertainment productions, theatrical events, audiovisual operations, recreation programs, and facility-based events at the Singh Center for the Arts and other assigned Town facilities. Incumbents serve as on-site operational leads during assigned events, actively working alongside technical staff, production crews, volunteers, and event personnel while also participating in pre-event planning, scheduling coordination, facility use coordination, and post-event evaluation.

This classification differs from Theater Technician III in that Technicians primarily focus on hands-on technical execution, setup, operation, troubleshooting, and breakdown of production equipment under direction. The Entertainment Production Coordinator is responsible for broader coordination of assigned programs and events, including staffing and crew coordination, operational planning, Facility Use Agreement coordination, and ensuring successful event and production delivery while maintaining an active on-site leadership role during event execution. This classification differs from the Entertainment Production Supervisor in that the Supervisor holds full managerial responsibility for program direction, budgeting authority, and long-term strategic planning.

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience Guidelines

*An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree in theater production, entertainment technology, technical theater, event management, or a related field, and four (4) years of progressively responsible experience in theatrical productions, entertainment production, or technical event operations. Additional relevant experience in live event production, theater operations, stage management, audiovisual systems, or large-scale event coordination may be substituted for education on a year-for-year basis.

**LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

**Knowledge of:**

- Principles, practices, and equipment used in theatrical productions, live entertainment, audiovisual systems, staging, and facility operations.
- Event production workflows including stage operations, house management, lighting, sound, audiovisual systems, and live event execution.
- Facility scheduling, Facility Use Agreements (FUA), program coordination, and event logistics planning for public facilities and entertainment venues.
- Operation, maintenance, and basic troubleshooting of lighting, sound, video, rigging, and related production equipment.
- Safety practices applicable to technical theater, event production, and public assembly facilities.
- Inventory control, equipment tracking, and basic recordkeeping procedures.
- Principles of event coordination, inventory control, recordkeeping, and customer service.
- Modern office practices, computer applications, and correct English usage, grammar, spelling, and punctuation.
- Customer service principles and practices related to public facilities, events, and community services.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Applicable Town policies, procedures, operational standards, and safety guidelines related to assigned program and facility areas.

**Ability to:**

- Perform the setup, operation, troubleshooting, and breakdown of theatrical production systems with limited supervision.
- Coordinate assigned technical operations, event logistics, and production activities while ensuring safe and efficient event execution.
- Organize assigned work, establish priorities, and complete multiple assignments within established production timelines.
- Provide technical guidance and training to lower-level staff, volunteers, and temporary personnel.
- Read and interpret production requirements, technical riders, and event plans to support successful performances and events.
- Organize and prioritize work, maintain records, and meet production schedules and deadlines.
- Communicate effectively and maintain positive working relationships with staff, performers, vendors, facility users, and the public.
- Provide courteous customer service and maintain effective working relationships in active, high-pressure live event and house environments.
- Operate standard office equipment and computer applications related to production operations and perform the physical duties of the position.
- Perform physically demanding work, including lifting, carrying, rigging support, climbing ladders, working at heights, and moving technical equipment, staging materials, and event supplies as required.

- Work effectively in fast-paced, high-demand live production environments involving multiple stakeholders and time-sensitive operations.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Must possess mobility to work in a theatrical production, live entertainment, event, and/or performing arts facility setting and use standard office, technical production, and event equipment, including audiovisual, lighting, sound, staging, and related systems and tools; vision to read printed materials, technical documentation, and computer screens in varying lighting conditions; and hearing and speech to communicate in person, over the telephone, and in active live event environments with amplified sound.

Must possess the physical stamina to lift, carry, push, and pull equipment, supplies, and materials weighing up to 50 pounds, including tables, chairs, audiovisual equipment, staging components, rigging-related materials, and other production and event elements. Finger dexterity is required to operate computers, standard office equipment, and basic technical production tools.

Employees work in both indoor and outdoor live entertainment environments with moderate to high noise levels, variable temperature conditions, and occasional exposure to inclement weather and event-related conditions. Work may include exposure to low-light or no-light environments, sudden lighting changes, strobing or dynamic lighting effects, and varying visibility conditions typical of live performances. Employees may also work at varying heights, including use of ladders, catwalks, and elevated platforms. Incumbents may be exposed to dust, cleaning agents, and similar materials. Employees may interact with staff, vendors, performers, artists, and the public in sometimes stressful or high-pressure live event situations while maintaining professionalism and adherence to departmental policies.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*