



		ISSUED: 12/1/2005
TITLE: Dance Media and Production Coordinator	SALARY SCHEDULE:	CLASS CODE: SA560
UNION: Staff Association – Local 2071, U.A.W.	SALARY GRADE: 12	EEO CODE: 50
	FLSA: Non-exempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Coordinate and oversee media and production services for the Department of Dance in the College of Fine, Performing and Communication Arts.

ESSENTIAL JOB FUNCTIONS

Oversee, monitor and maintain media and technology equipment and supply inventory. Contact appropriate vendor representatives to locate, order and procure computer hardware and software, audio-visual equipment and recorded music, and dance production inventory, in consultation with dance production faculty (lighting instruments, light board, rigging, etc.) Provide or facilitate routine repair, maintenance and adjustment to malfunctioning or inoperable equipment.

Maintain departmental website; update as necessary on routine basis.

Consult with faculty, students and staff giving media or technical assistance as needed. Assist faculty students and choreographers in appropriate selection, composition or adaptation of media for performance or classroom instruction as needed.

Adapt and supply musical compositions, as necessary, for modern dance and ballet technique dance classes as needed. Accompany dance classes with music technology; coordinate accompanist scheduling and supervision.

Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level involves knowledge of specialized procedures and proficiency in the operation of complex equipment. Work activities involve thinking within substantially diversified procedures. This classification is generally assigned to Department of Dance in the College of Fine, Performing and Communication Arts. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

High school graduate, supplemented by coursework in technology, media (music, video, sound design) and dance production.

Bachelor's degree with a major concentration in media (music, video), technology, or dance production preferred.

Some experience as a dance technologist or dance accompanist for modern dance and ballet.

Ability to compose, arrange and adapt music for modern dance classes and concerts.

Ability to communicate effectively with others.

Ability to improvise in electronic media.

Typically, incumbents have had experience in dance technology or dance production.