

# NON-INSTRUCTIONAL POSITION REQUEST 2017-2018

Internal Use

#: 2017-03

Requester Name: Titian Lish

## SUMMARY INFORMATION

**Title of Position Being Requested:** (Note: Please also attach a current or proposed district job description)

Performing Arts Specialist - COSTUME

**Position Will Reside in Division/Unit:**

Arts and Humanities

**Indicate To Whom this Position Reports:**

Dean of Arts and Humanities, Titian Lish

**Indicate if this position or a similar position has been presented to RAC previously and in what years:**

2016 - Presented as Costume Lab Tech

**The position is:**

New

Number of Hours per Week: 20

Number of Months per Year: 12

Increase for an existing funded position

From:  9  10  11 Months

To:  10  11  12 Months

OR From: \_\_\_\_\_ % to \_\_\_\_\_ %

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: \_\_\_\_\_

Number of Months per Year: \_\_\_\_\_

## **SECTION 1: PROGRAM NEED**

### **What key responsibilities would this person assume?**

The Performing Arts Specialist (COSTUME) responsible for the day-to-day operations of the Theatre costume shop and supervises all activities associated with the shop.

- Maintains and Organizes of the space, materials, tools, and chemicals used in costume construction
- Manages of the training of students in the technical theater classes on how best to handle chemicals, such as bleaches, chemical dyes, powdered dyes, etc.
- Manages the safe and sanitary storage of costumes and tools used in construction such as sewing machines, sergers, cutting tools, dye pots, and gravity irons
- Schedules students enrolled in technical theatre courses for costume lab use
- Assists the instructor in during class time on the technical aspects of costume construction and the proper and safe use of associated machinery
- Produces sketches, patterns from costume renderings, and verbal instructions
- Performs designing, patterning, construction, assembling, and fitting of costumes for departmental productions
- Performs alterations generated from fittings and dress rehearsals
- Ensures that costumes maintain their appearance through proper care, cleaning, and storage

### **List other Personnel in the Unit (i.e. with shared or similar responsibilities):**

For the 2017-2018 school year, the Theater Department have a combined need of >900 hours of costume management per year, for the instructional classes and 5 main productions per year. We will have 5 shows this year, 1 touring childrens theater production, and Drama Workshop performances. All of this is done with Independent Contractors or professory volunteering their time.

Currently the Theater departments struggles to hire qualified costumers for our prodcutions under the current model, as the Theater Department simply cannot pay the appropriate hours an wages. We beg, often. When we do hire costumers, it is through the Gen Funds available, or our co-curricular accounts, as Independent Contractors. We do not, however, have anyone permanently on the books. As such, it can be very difficult to find professionals to work within our class and performance hours on a consistant basis.



## **SECTION 2: STUDENT LEARNING AND SUCCESS**

### **Explain how this position will contribute to and/or support student learning and success:**

Without this position our students will continue to have an incomplete understanding of the technical fields in the arts and how they can find employment in them professionally. As our goal in the CTE program is to send extremely capable techs into the field, we have to have all of our bases covered. This includes setting a professional standard in all of our lab spaces (lighting, design, and costume labs).

Students need to be able to understand the totality of costume design, running a shop, and producing shows. Having the ability to assist a costumer, regularly, and see their work, aids greatly in the student understanding of the complications of costuming, and the validity of it as a trained profession.

### **Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:**

A recommendation for the college by the visiting team states: "To improve institutional effectiveness, the college should evaluate its faculty, staff, and administrative needs at all areas of the college and use the results of these evaluations to ensure an administrative structure, faculty, and classified staffing level that focuses on program needs and reflects the institution's purpose, size, and complexity. Additionally, the College should develop a comprehensive staffing plan at the programmatic level. (III.A.2, IV.B.2.A)."

This suggests that staffing needs be evaluated at a PROGRAM level. Hiring a Performing Arts Specialist (COSTUME) for our growing and highly public theater program would most certainly have a positive impact in this recommendation. More than 5000 people attended theater events last year. We should be putting out high quality work in all areas of technical theater.

### **SECTION 3: LPC MISSION AND PLANNING PRIORITIES**

#### **LPC MISSION STATEMENT:**

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

#### **LPC PLANNING PRIORITIES:**

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

#### **Indicate how this position supports the College's mission and/or planning priorities:**

LPC is an inclusive learning centered institution...for completion of students' ...career-technical, and retraining goals:

As a CTE program, we are dedicated to preparing our students for technical careers in the arts. Like with our stage tech and instructional assistant, a lab tech would mean providing the necessary support for curriculum in the CTE program. This position will provide a massive amount of assistance in the CTE program and overall production courses. As one of the driving factors in college choices for theater students (production quality) our shows and tours serve as a strong recruiting force for the college and a career training ground for our theater artists and technicians.

#### **Expand Tutoring Services:**

As there is really no way for the college tutoring centers to provide direct tutoring in costume (or any active theater field) the Performing Arts Specialist (Costume) can fill at least some of that educational void.

#### **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

**Please check one.**

- This need was described explicitly in a Program Review (Year 2016 & 2017).
- This need was implied in a Program Review (Year \_\_\_\_\_).
- This need was not included in a Program Review, but has become a need since that time.

**Explain, including language from Program Review (if available):**

2017 Program Review:

"We continue to need additional technical support to build the design needs of the program and meet the needs of the rentals and other programs on campus. The Performing Arts Specialist (COSTUME) would be responsible for costume design and maintenance of the theater costume process."

2016 Program Review:

What are your most important plans (either new or continuing) for next year?

"Costume Lab Tech to manage, design, and assist in the training of students in costuming"

#### **SECTION 5: SAFETY (if applicable)**

**Explain how this position will improve safety on campus or within your unit:**

Not Applicable

50% = 20 hrs/wk 12 mo  
Range 37 Step 1

**SECTION 6: COSTS\***

**Estimated Increase or Proposed Annual Salary Cost:**

\$ 29623.00      26,819

**Estimated Benefits Cost:**

\$ 14811.00      13,410

**Total Cost for Position:**

\$ 44434.00      40,229 *SD*

**NOTE:**

Full Time = 20-40 hours per week or 50% - 100%  
Regular Hourly = 18 hours or less per week (<50%)

*\*Costs: For accurate costs, requestor must contact College Administrative Assistant in the LPC Office of Administrative Services (ext. 1632).*

**SECTION 7: REVIEWS**

**Signatures:**

*[Signature]*  
\_\_\_\_\_  
Requester

*10/9/17*  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Dean/Unit Administrator

*10/12/17*  
\_\_\_\_\_  
Date

*Sharon Davidson*  
\_\_\_\_\_  
College Administrative Assistant  
Office of Administrative Services

*10/24/17*  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Vice President

*10/24/17*  
\_\_\_\_\_  
Date

## CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

### PERFORMING ARTS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### SUMMARY DESCRIPTION

Under general supervision, ensure maximum usage of performing arts facility by college users by effectively maintaining a level of consistent working integrity of the laboratory and related equipment; assist students in creating and operating the technical aspects of productions as they relate to instruction in the performing arts; assist with the technical dimensions of performing arts performances, school and community events, and the maintenance, operation, management, and coordination of performing arts facilities; participate with, and assist faculty and students with, the construction, preparation, and operation of sets, lighting, properties, sound, and other appurtenances; serve as contact and coordinator for students and groups requiring use of the on-campus performing arts venues; and oversee daily facility operations, maintenance, and capital projects with students and faculty.

#### REPRESENTATIVE DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide technical related learning assistance to students in a hands-on performing arts “laboratory” environment; assist faculty and discipline coordinator in establishment of procedures and programs to promote an environment conducive to maximum learning by student “laboratory” users.
2. Assist in the presentation of instructional programs in the performing arts facilities and other assigned areas, either on or off campus.
3. Design, program, install, and operate stage lighting and sound production elements in collaboration with faculty and students.
4. Construct and install scenic elements involved in theater production to maximize learning by students enrolled in technical programs and support high quality instruction.
5. Store, issue, receive, repair, maintain, and inventory tools, supplies, materials, and equipment; respond to instructor requests for tools, supplies, materials, and equipment.
6. Maintain all assigned facilities and equipment in accordance with safety standards; prepare related reports for instructors.
7. Assist faculty with orientations to equipment and safety protocols for students; assist faculty with training of students in appropriate safety procedures.
8. Supervise student and non-student hourly assistants and maintain student assistant records and assignment schedules.
9. Work with faculty in coordinating the scheduling of performing arts and other events in on-campus facilities with emphasis on preserving instructional priorities.
10. Meet with potential users of performing arts facilities to discuss services needed including technical details of productions, policies, procedures, and fees.



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Performing Arts Specialist (Continued)**

11. Provide technical supervision of assigned facilities during rehearsals and performances, including audience control and handling emergencies as necessary.
12. Maintain database of facility usage and produce related reports for instructors.
13. Respond to instructor requests for in-class use of equipment according to established procedures.
14. Assist faculty and discipline coordinator in the selection, training, and scheduling of student assistants.
15. Assist faculty and the discipline coordinator with the pricing and ordering of equipment and operating supplies and in the development of annual and production budgets.
16. Work with faculty in representing the performing arts facilities to outside agencies and the college community as a whole.
17. Maintain inventory database and records of equipment.
18. Consult with vendors in relation to matters concerning the performing arts facilities.
19. Assist in the security of technical equipment, supplies, and documents.
20. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Modern techniques, methods and applications of stage lighting and sound systems, as required by a variety of theatrical productions.
2. Principles and applications of set design and construction relating to stage productions.
3. Methods and techniques of stage operations including rigging, projections, sound and lighting installation and programming.
4. Basic electrical and mechanical principles and their application to stage and auditorium equipment.
5. Occupational hazards, safety standards, practices, and related legal regulations.
6. Basic principles and procedures of record keeping and filing.
7. Basic principles and practices of budget preparation and administration.
8. Techniques for coordinating operations and activities of a performing arts center.
9. Basic principles of supervision and training.
10. The skillful and safe use of the tools found in a theatrical shop.

**Ability to:**

1. Analyze needs of facility users including faculty and students.
2. Supervise students including to provide instruction and training, develop procedures, and evaluate performance.
3. Assist students and supervise others to assist students with problems relating to technical production assignments.
4. Understand and follow oral and written instructions.
5. Prepare written reports.
6. Install, program, and operate a variety of lighting and sound systems and equipment.
7. Construct and install theatrical set pieces and props.

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**Performing Arts Specialist (Continued)**

8. Maintain and repair tools and equipment.
9. Instruct others in the proper use of tools and equipment.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in performing arts or a related field.

**Experience:**

Two years of experience in technical theater or related production area.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a theater setting; work with various sound and lighting equipment; exposure to electrical energy, noise, dust, smoke, fumes, noxious odors and gases; work around or operate power tools and equipment. Incumbents may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a theater setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift; carry; push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

4/17/01;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional