Summary of Duties: Plans, schedules, coordinates and directs performing arts programs; promotes public interest in the performing arts through City-wide programs involving citizen participation in musical groups, drama, dance, and musical stage presentations; and does related work.

Distinguishing Features: A Performing Arts Program Coordinator performs a combination of administrative, promotional, and professional musical and theatre arts duties.

An employee of this class is responsible for developing concepts and resources for performing arts programs, and promoting public interest in such presentations. A Performing Arts Program Coordinator may supervise full-time, part-time or as needed personnel engaged in musical, theatre, dance, performance art and festival programs, as well as others within the class of Performing Arts Program Coordinator.

Examples of Duties: Plans, schedules, coordinates and directs musical or theatre arts programs for the City of Los Angeles; conducts classes and workshops for all age groups in music, drama, dance and musical theatre; recruits groups and performers for musical or theatre arts programs; interviews and selects part-time and as-needed personnel for various programs; develops programs and establishes standards to be attained.

Develops musical programs for the City Triforium; schedules Triforium musical performances by individuals and groups; collects and maintains a library of music, recordings and Triforium control tapes; evaluates Triforium programs in terms of musical integrity and audience response; cordinates programs with Civic Center Mall events; analyzes sound sources of performances and determines the light form desired from the Triforium; develops computerized light programs to accompany performances; arranges musical materials for the Triforium carillon for solo or ensemble performances; performs concerts on the Triforium carillon or records carillon performances for later presentations; trains others to operate the Triforium.

Organizes and coordinates music programs such as community sings, concerts, youth voice contests, radio and television presentations, and various music performances by individuals and groups; researches musical material for suitability; coordinates instructional programs in music including curriculum development and instruction.

Supervises employees engaged in the presentation and administration of theatre arts programs; determines the availability of and develops theatrical programming resources necessary to meet community and cultural needs; identifies and develops resource material for performances and evaluates them in accordance with program objectives, community acceptance and needs, and staff and budget capabilities;

determines expenditures necessary to conduct performances including personnel, equipment and supplies; evaluates program performances to determine if programs meet the needs of the community and the objectives set by management, and initiates changes as necessary; coordinates and provides technical assistance for stage setting such as scenery, lighting, props and sound.

Assists the Performing Arts Director in planning, organizing and coordinating the activities of the Performing Arts Division; prepares budget requests for personnel, materials and equipment; prepares written reports, records and recommendations; prepares promotional material, and makes presentations to local community groups, radio and television stations to publicize performing arts programs; acts as an artistic advisor in the preparation of productions and presentation at City facilities; may represent the Department of Cultural Affairs at Arts Councils and organizations presenting special cultural events and festivals; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the principles, techniques and materials of the performing arts; a good knowledge of the resources available within the performing arts community of the City of Los Angeles; a good knowledge of the principles and practices of supervision; a good knowledge of safety principles and practices; a general knowledge of scenery design and construction and sound and lighting equipment; a working knowledge of the laws and regulations related to equal employment opportunity and Affirmative Action; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to speak clearly and effectively in public; the ability to evaluate the effectiveness of performing arts programs; the ability to deal tactfully and effectively with employees and the public; and the ability to maintain operating records and to prepare reports and recommendations.

Graduation from a recognized four-year college or university with specialization in music, dance, theatre arts or theatre administration or graduation from an accredited music conservatory,   and two years of experience in performing or instructing music, dance or drama, or planning, coordination and directing a music or theatre arts program is required for Performing Arts Program Coordinator. One year of additional experience may be substituted for two years of education. A Master's degree in Music, Dance, Theatre Arts, or Theatre Administration from a recognized graduate college or university may be substitued for one year of experience.

 License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with handicaps may be capable of performing the duties of some

of the positions in this class. Such determination must be made by
the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5
and Section 4.55 of the Administrative Code, this
specification is descriptive, explanatory and not
restrictive. It is not intended to declare what
the duties and responsibilities of any position
shall be.