



UNIVERSITY OF NORTH CAROLINA WILMINGTON

**Arts Production Specialist
Competency Profile**

DESCRIPTION OF WORK:

Positions in this class coordinate and administer performing arts technical services and/or facilities/ program management, and the teaching and supervising of students learning the art. Work functions may include planning and scheduling for the use of facilities, managing arts equipment and products, events planning and coordination, design of production components of the performing art, supervising students in the creation of production components of the performing art, demonstrating and supervising the safe and proper use of power and hand tools. Work may involve the purchasing of supplies and maintenance of a small budget.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
Contributing	Journey	Advanced
Employees at this level coordinate and administer performing arts technical services and/or facilities/program management of limited scope. May teach and supervise students learning the area of assignment.	Employees at this level coordinate and administer performing arts technical services and/or facilities/program management of moderate scope and complexity including teaching and supervising of students learning the trade.	Employees at this level coordinate and administer complex performing arts technical services and/or facilities/program management, and the teaching and supervising of students learning the trade.

Competencies	Definition
Knowledge-Technical	Knowledge of performing arts theory and practice in the area of assignment; Knowledge of related state laws and regulations, health, safety and fire codes as required.
Arts Design and/or Project Management	Ability to design and create/construct performing arts products. Ability to coordinate the preparation of plans, selection of supplies and equipment, requisitions, storage, within budget and deadlines. Ability to manage creation of art products, determining design changes and coordinate work with other staff.
Program Management	Ability to coordinate and administer arts program, activities and protocols; manage resources, monitor activities and assess risks, if associated with the program.
Safety and Health Compliance	Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensures a healthy and safe working environment.
Instruction	Ability to instruct and train employees, students, faculty and/or other clients by providing information and in the performance of procedures and/or the operation of equipment.

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply.

Competency	Contributing	Journey	Advanced
<p>Knowledge – Technical - Knowledge of performing arts theory and practice in the area of assignment; Knowledge of related state laws and regulations, health, safety and fire codes as required.</p>	<p>General knowledge of arts theory and practice in the area of assignment. Participates in the creation of new designs for facilities/sets or redesigns existing facilities/sets, applying general knowledge of related building and state laws and regulations, health, safety and fire codes. Skills in the safe use of equipment.</p>	<p>Considerable knowledge of arts theory and practice in the area of assignment. Creates new designs for facilities/sets or redesigns existing facilities/sets, applying considerable knowledge of related building and state laws and regulations, health, safety and fire codes</p>	<p>Thorough knowledge of arts theory and practice in the area of assignment. Applies thorough knowledge to develop solutions to resolve problems at a high-complexity level.</p>
Competency	Contributing	Journey	Advanced
<p>Arts Design and/or Project Management - Ability to design and create/construct performing arts products. Ability to coordinate the preparation of plans, selection of supplies and equipment, requisitions, storage, within budget and deadlines. Ability to manage creation of art products, determining design changes and coordinate work with other staff.</p>	<p>Assist in the preparation of specifications, paste-ups, layouts, requisitions and bid invitations. Assists in inspections to verify project requirements. Researches and studies new concepts in design.</p>	<p>Coordinates and prepares specifications, paste-ups, layouts, requisitions and bid invitations. Follow-up to all milestones within the approved design plan. May conduct final on-site inspections to verify project requirements. Investigates, researches and studies new concepts in design and may suggest design improvements.</p>	<p>Manages projects that require directing the work of others and with latitude on actions or decisions. Prepares specifications, develops schedule, manages project managers and monitors projects resulting in timely project completion. Manages the follow-up to all milestones within the approved design plan; conducts final on-site inspections to verify project requirements. Investigates research and integrate new concepts in specialty to improve design.</p>

Competency	Contributing	Journey	Advanced
<p>Program Management - Ability to coordinate and administer arts program, activities and protocols; manage resources, monitor activities and assess risks, if associated with the program.</p>	<p>Follows established procedures to collect, review, and maintain information and schedules. . Tracks deadlines for events of limited variety and complexity; coordinates with others to ensure that work is completed in a timely manner; works under close supervision. . Plans and schedules for the housekeeping and maintenance of facilities.</p>	<p>Recommends new or revised procedures as needed to collect, review, and maintain information and schedules. Tracks and manages events of moderate variety and complexity; initiates shifts in priorities as required by internal and external demands; may coordinate the work of others; works with limited supervision. Manages a limited budget; may involve the coordination of vendors, labor and/or other services. Assists with the maintenance and storage of specialized technical production equipment.</p>	<p>Establishes procedures to collect, review, and maintain information and schedules. Manages multiple or complex events involving the coordination of vendors, labor and/or other services. Coordinates the work of others; works independently. Manages a moderate budget. Researches, purchases and maintains specialized technical production equipment.</p>
Competency	Contributing	Journey	Advanced
<p>Safety and Health Compliance - Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensures a healthy and safe working environment.</p>	<p>Assures safe operation of limited variety of machinery, equipment, and/or devices; reports issues with machinery and equipment. Reports maintenance and repair needs.</p>	<p>Assures safe operation of moderate variety of machinery, equipment and/or devices. May calibrate equipment to standards or make minor repairs. Maintains detailed safety logs/maintenance records.</p>	<p>Assures safe operation of varied and complex machinery, equipment and/or devices. Performs routine maintenance of equipment, machinery, and/or devices utilized. Maintain service logs and repair schedules. Arranges repairs and/or replacement of equipment, machine materials, and devices within budget.</p>

Competency	Contributing	Journey	Advanced
<p>Instruction - Ability to instruct and train employees, students, faculty and/or other clients by providing information and in the performance of procedures and/or the operation of equipment.</p>	<p>Trains others in the use of equipment. Documents how to use equipment and conduct procedures; reviews and maintains correct standard operations, procedures and protocols.</p>	<p>Trains others in the proper use and care of specialized equipment. Documents specialized processes and results in reports and/or publications.</p>	<p>Develops and coordinates instruction of others in the operation of specialized equipment and/or techniques.</p>

Recommended Minimum Training Guideline: Necessary special qualification - Graduation from a four-year college or university with a degree, preferably in the Theatre Arts, and some experience that provides the employee with the functional work experiences needed to perform the work; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.