



Classification Description

Job Title: Instructional Coordinator, Stage
Technology and Studio Arts

Pay Grade: 112

Job Code: 4306

FLSA Status: Exempt

Job Purpose

The Instructional Coordinator for Stage Technology and Studio Arts is responsible for providing instruction in Theatre and Stage Technology and technical support for Theatre and related fields to include the studio arts, digital arts, and music production. Instructional responsibilities include conducting and teaching assigned courses within the prescribed curriculum for students enrolled in the Theatre and Stage Technology program; preparing and delivering lectures and labs; providing academic assistance to students as needed; and maintaining required office hours. Work also includes technical support and coordination with faculty and students in the design and construction of theatre productions, assistance and support for showcases in the digital arts and live entertainment, and coordination with staff and faculty in the oversight of materials for Theatre, Stage Technology, and the Studio Arts. The Instructional Coordinator is required to attend all program and school meetings and may be scheduled to support events off-site and College-wide. This is a full-time, twelve-month position reporting to the Dean of the School of the Arts, Humanities, and Social Sciences.

General Responsibilities

Essential Functions

Instruction

Teaches courses assigned by the supervisor to include the required curriculum for College Credit Certificate (CCC) in Stage Technology and/or related fields. Teaching assignments may include at least one (1) night course per session, teaching assignments on another campus and/or off-campus teaching assignments, blended learning teaching assignments, and/or online teaching assignments.

Teaches course(s) per the campus and program class schedule and fully supports the operations of the college certificate program in stage technology.

Prepares and submits, for the supervisor's approval, a course syllabus for each course taught in accordance with the College's standard format (VPAA-005).

Teaches courses as assigned by the supervisor in accordance with the course description as outlined in the College Catalog, course syllabus, and other approved curricular materials.

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Completes and submits, in a timely basis, grade reports, absence reports, and other special reports as required by the College.

Prepares thoroughly for each class. Meets all ground classes promptly and teaches for the full time allotted.

Participates in a College-approved evaluation process that includes continuous improvement in teaching and instruction, professional development, and College service. Instructor performance evaluation processes aligned with those utilized for staff employees and adjunct faculty.

Collaborates with the Department of Fine Arts to support curriculum development and the assessment of instruction in Stage Technology, Theatre, and the Fine and Digital Arts.

Participates in College and educational committees. Attends all required scheduled district-wide meetings, campus-wide meetings, discipline and/or departmental meetings, and other meetings as required.

Cooperatively works with the department to update and assess the required curriculum for the stage technology college certificate program.

Technical Support

Coordinates with faculty and staff to maintain an inventory of appropriate supplies, equipment, and technology in support of Stage Technology, Theatre, and the Fine and Digital Arts.

Collaborates with faculty and staff in the set design of theatre productions.

Maintains and supervises the scene shop, lighting and sound equipment inventory.

Works closely with students, staff, and faculty to construct the set design and/or lighting design for theatre productions.

Provides technical support with lighting, sound, and supervision of each theatre performance.

Collaborates with faculty and staff to support the construction and technical support for showcases in the arts to include the fine and digital arts and music performances.

Maintains up-to-date knowledge in current trends, technology, and best practices in theatre and the arts to include live entertainment, set design and construction, lighting, projection, and audiovisual technology.

Collaborates with industry partners and local organizations to identify internship and employment opportunities for students.

Performs other duties as assigned.

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The essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the job's essential functions with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor of Fine Arts, Bachelor of Arts (B.F.A/B.A.) or Masters of Fine Arts (MFA) in Technical Theater or related field (Master's preferred).

Three (3) years of experience in technical production in Theatre.

Experience in stage and lighting design and stage construction for Theatre Productions

Working knowledge of the methods, tools, and material employed in stage lighting, sound and set construction.

In-depth understanding of safety regulations and competency in the use of construction tools.

Hands-on experience in the use of audiovisual technology.

Excellent interpersonal and communication skills

Ability to work collaboratively with faculty, staff, industry partners, and the southwest Florida community.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier, and Hendry counties and other locations for College business.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

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- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 7, 2024, March 9, 2026 (r).