



FINE ARTS PRODUCTION ASSISTANT

BASIC FUNCTION

Under close supervision, provide specialized professional and technical expertise in support of designated District performance arts programs and activities.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Confer and work with designated theater, music, and/or dance faculty, parents, students and others on assigned aspects of performance preparation. “*E*”
- Communicate and work collaboratively with members of the production team to implement desired results in the area of specialty. “*E*”
- Assist in the implementation of guidelines and procedures related to the safe use and operation of facilities and equipment found in the area of designated specialization. “*E*”
- Work closely with faculty and others to assist in creating the desired look and feel for publicity photo shoots and related marketing and promotional materials. “*E*”
- Attend rehearsals, performances and meetings as assigned. “*E*”
- Assist and provide technical direction and support for those using designated facilities and equipment. “*E*”
- Ensure the safe operation, maintenance, and repair of assigned performing arts equipment and materials. “*E*”
- Assist in and create and maintain designated equipment, costumes, and/or supplies during pre-production and rehearsal phases of events to ensure materials are stage-ready for each performance. “*E*”
- Recommend equipment and materials purchases to enhance assigned performance arts programs. “*E*”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy. Participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to district practices and student achievement with awareness and understanding of their impact in a racially and culturally diverse community. “*E*”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Fine Arts Production Assistant provides technical assistance and support to a variety of music, theater arts and dance programs. Positions in this classification specialize in and provide professional expertise in one or more aspects of the designated performance arts programs.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, techniques, methods and equipment used in the technical and design aspects of performing arts productions

Area of specialization, such as designing and creating production costumes, scenery and props, dance choreography and movement, stage production, theatrical design and similar activities as assigned by the area of specialization.

Safe operations, installations, maintenance and repair of specialized music, dance, theatrical and performing arts equipment.

Ability to:

Demonstrate high-level expertise and proficiency in performance arts area of specialization.

Provide professional and technical expertise in assigned performance arts area of specialization.

Advocate, model and implement Portland Public School's Equity Initiative and board policies.

Understand and carry out oral and written instruction.

Work with richly diverse professional educators, students and communities.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate a strong customer service orientation.

Demonstrate confidence, tact, confidentiality, professionalism, discretion and sound judgment.

Adapt to rapidly changing circumstances and priorities.

Education, Training and Experience:

Any combination of education and experience that would demonstrate professional expertise, skill, knowledge and ability to perform the essential functions of the assignment will be considered. Candidates will be required to demonstrate through portfolios, performance and/or similar work samples, expertise in the assigned area of specialization.

Special Requirements:

Positions in this classification will require variable work schedules to accommodate student rehearsals, performances, media events and similar activities.

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Classroom, theater, auditorium, office, community setting, gymnasium, playground, and similar environments which may include dust, noise, temperature extremes and inclement weather.

Hazards: Potential conflict situations.

Physical Demands: Hearing and speaking to exchange information; seeing to read a variety of materials, lifting and dexterity of hands and fingers to operate specialty-specific equipment, such as musical instruments, costume and theater arts equipment, technologies and other equipment; bending at the waist, kneeling or crouching to perform and play musical instruments, choreograph and demonstrate dance movements, create, prepare and move theater arts costumes and equipment; sitting or standing for extended periods of time; stamina, agility and movement to perform assigned specialty-specific tasks.

FLSA: Non-Exempt
Bargaining Unit: N/A
Salary Grade: 11

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P