

Austin Peay State University, founded in 1927, is a comprehensive state-assisted university with an enrollment of 8,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923-27.

APSU is one of 46 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. Austin Peay offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. In addition to three baccalaureate degrees that can be earned totally online, APSU offers hundreds of Web-based classes.

Among APSU's many points of distinction are its designation as the state university for the liberal arts, two centers of excellence in the arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, Tenn., a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University has seen steady growth during the last five years.

APSU's 160-acre campus is Jeffersonian in design with large open spaces between buildings and a central quadrangle. Classic Georgian-style architecture dominates most of the 79 buildings, excluding buildings on APSU's campus at Fort Campbell and the University farm.

**Scene Shop Coordinator
Theatre and Dance
Regular Full-Time ModFY Position
9 Month Academic Year**

General Description

The Scene Shop Coordinator will report directly to the Administrative Coordinator of Theatre and Dance. This is a modified fiscal year appointment, paid over 12 months.

Primary Duties and Responsibilities

- Responsible for theatre and dance duties to include: preparation of lighting and sound for all performances in the theatre; supervise the maintenance of equipment in the theatre which includes lighting instruments, computerized lighting system, sound system, tools and materials.
- Responsible for logistics and activities in the theatre for all performances.
- Supervise and coordinate the work of a staff of graduate assistants and scholarship workers assigned to various duties such as stage hand and shop worker.
- Maintain an up-to-date inventory of equipment for the theatre.
- Supervise theatre scholarship students charged with the responsibility of organizing, maintaining and distributing equipment.
- Responsible for supervision of the scene shop, lighting booth and various storage areas for props, lighting and scenery.
- Build sets for theatre productions.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to effectively prepare the sets, lighting and sound for all performances.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to effectively supervise and coordinate the work of others.
- Ability to maintain an accurate inventory of equipment.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to maintain rental records of equipment.
- Ability to organize and supervise scholarship students.
- Knowledge of various scenic building applications.

Required Minimum Qualifications

- High school graduate or equivalent.
- Three years of professional experience with knowledge of lighting and stage rigging.
- Knowledge of various scenic building applications.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Bachelor of Arts in Technical Theatre or other appropriate discipline preferred.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS