

UCSB DEPARTMENT OF THEATER AND DANCE DESCRIPTION OF STAFF SUPPORT SERVICES (2009-10)

ADMINISTRATIVE STAFF

Linda Flegal – Chief Administrative Officer

flegal@theaterdance.ucsb.edu

TD-West 2522, 893-3242

(Hours: M-F, 8-5pm)

Responsible for full range of management functions of the two separate disciplines of the department. Management responsibilities encompass academic administration, production unit management, musician program, academic support services, departmental computer technical support services, contract, grant, and gift/donation administration, purchasing and financial management, payroll, staff and academic personnel, facilities maintenance and renovation, space management, safety programs, and laboratory support services. Develops and implements operating policies and procedures as they relate to overall departmental goals and objectives, interprets policy for chair of Department of Theater and director of Dance and for departmental committee members, serves as chair's liaison to other campus academic and administrative units.

Rina Lee – Undergraduate Assistant

rlee@theaterdance.ucsb.edu

TD-West 2526, 893-3241

(Hours: M-F, 8-5pm)

The undergraduate advisor is responsible for coordinating all aspects of the undergraduate programs, such as tracking academic progress, academic advising, petitions, and auditions for the BFA and Dance Major, in Theater and Dance. She is also responsible for the scheduling of classes and department rooms, publications, department curriculum, grades, evaluations, and a wide variety of support for students and faculty.

Mary Tench – Graduate Program Assistant

mtench@theaterdance.ucsb.edu

TD-West 2524, 893-3147

(Hours: M-F, 8-3pm)

Manages all aspects of the graduate program in the department. Advises students on academic standing and recommends actions, petitions and performs degree checks. Coordinates graduate students' block grants, fellowships, and teaching assistantships. Employment and payroll for graduate students. Book orders for teaching faculty.

Debra Vance – Chair/Academic Personnel Assistant

dvance@theaterdance.ucsb.edu

TD-West 2520, 893-7031

(Hours: M-R, 8-1pm)

Serves as academic analyst for the chair providing analytical and administrative support to the chair and CAO. Responsible for assisting the chair and the duties and responsibilities related to academic appointments, faculty advancement, faculty recruitment, visitor appointments, and donor relations.

Jessica Zavala – Administrative/Financial Assistant

jzavala@theaterdance.ucsb.edu

TD-West 2523, 893-5508

(Hours: M-F, 8-5pm)

The administrative/financial assistant provides accounting and clerical support in a wide variety of academic and financial matters including: check requests; travel and entertainment reimbursements; employment and payroll; purchasing and ordering of supplies; coordinating copy jobs for faculty and graduate students. Sustainability coordinator.

PRODUCTION STAFF

Jamie Birkett – Sr Scene Technician

jbirkett@theaterdance.ucsb.edu

TD-West 1613A, 893-5526

(full time/40 hrs/wk w/ possible weekend and evening)

Performs a variety of production related duties in the execution and installation of scenic, sound and lighting designs for departmental productions. These duties include the construction of stage scenery and props from scenic designs and plans, the mixing and application of paints used in scenic decorations, the hanging and focusing

of lighting instruments based on lighting plots, and the set-up of sound equipment based on sound design needs. Duties also include the maintenance and safety of theatrical rigging, lighting, sound, draperies, rehearsal furniture, and properties in department facilities including theaters, studios, and rehearsal rooms. May instruct, train, and/or supervise student labs. May serve as technical supervisor and/or production supervisor for selected department productions.

Lia Carpenter – Cutter/Draper

lcarpenter@theaterdance.ucsb.edu

TD-East 1313, 893-3153

(50%, variable)

Works in the UCSB Costume Shop performing the following duties: Pattern making, cutting, draping, fitting, dyeing, stitching, ventilating and performing some craft specialty work for 5-6 main stage productions, New Plays Festival (as needed), two dance concerts, Theater Artist Group production, and a Summer Theater Lab. May supervise undergraduate student labs in costume construction. Create new patterns and slopers over the summer months to improve and strengthen our existing stock. Assist shop supervisor, organize, maintain and improve existing stock (both historic and general) over the summer months.

Steve Cooper – Theatre Production Supervisor/Lighting & Sound

scooperd@theaterdance.ucsb.edu

TD-West 1613A, 893-5526

(full time/40 hrs/wk w/ possible weekend and evening)

Supervisor for the technical areas of lighting and sound for the department, including theaters, studios, rehearsal rooms, and classrooms. Responsible for implementation and execution of designs, hanging and rigging, focusing, and set-up of sound systems for all departmental productions and special events. Maintains all lighting and sound equipment. Prices and purchases needed lighting and sound supplies within an established budget. Supervises limited hire and student employees. Teaches, supervises, and evaluates student labs in which students get practical experience with all technical aspects of theatrical lighting and sound. Trains and supervises student light and sound run crew members for departmental productions.

Renita Davenport – Theatre Production Supervisor/Costume

rdavenport@theaterdance.ucsb.edu

TD-East 1313, 893-3153

(full time/40 hrs/wk w/ possible weekend and evening)

The Costume Shop Manager is responsible for the overall supervision of the costume shop – including costumes, make-up, and costume crafts. Responsible for the execution and realization of costume designs for all departmental productions – theater and dance. Works closely with costume designers. Hires and supervises career, limited, and student employees. Helps in construction of costumes. Schedules all fittings. Coordinates and manages shop and show budgets. Prices and purchases materials and supplies. Maintains shop equipment and inventory. Responsible for rentals. Teaches, supervises, and evaluates students labs in practical costuming skills. Recruits, trains and supervises student wardrobe run crew members.

Andrew Karlin – Technical Director

akarlin@theaterdance.ucsb.edu

TD-West 1604, 893-5525

(full time/40 hrs/wk w/ possible weekend and evening)

Serves as Technical Director for all main stage and departmental productions including drama, dance, TAG, and Santa Barbara Dance Theater. Directly supervises professional staff positions in the technical areas of scenic, properties, lighting, and sound. Acts also as general supervisor for limited appointment and student employees. Helps coordinate and manage area budgets. Helps create production schedules. Creates working drawings from designer elevations of items to be built in scene shop. Facilitates technical rehearsals. Recruits, schedules, trains, and supervises student run crew members for departmental productions and special events. Teaches, supervises, and evaluates student labs in practical theatrical technical work.

Jeff Kurihara – Theatre Production Supervisor/Scenery and Props

jkurihara@theaterdance.ucsb.edu

TD-East 1119, 893-3175

(full time/40 hrs/wk w/ possible weekend and evening)

Supervisor for the technical areas of scenery and properties for the department. Responsible for the execution and implementation of scenic and property designs which includes scenic construction, painting, and propping for all departmental productions – theater and dance. Along with the technical director, coordinates and manages scene shop budget regarding materials, labor, and time. Responsible for scene shop and equipment maintenance. Responsible for properties rentals and inventories for productions, classroom events, and outside events. Supervises limited hire and student employees. Teaches, supervises, and evaluates student labs in practical scenic and property work. May serve as technical director for departmental productions.

Susan McMillan – Production Manager

smcmillan@theaterdance.ucsb.edu TD-West 1608, 893-7501

(full time/40 hrs/wk w/ possible weekend and evening)

As Production Manager, coordinates, schedules, budgets and facilitates departmental productions including full-length plays, dance concerts, students directed productions, one-act plays, original scripts and workshop productions and presentations. Completes general planning of the season including planning all aspects for each production. Works closely with other staff, faculty and students in the operation of the back-of-house. Schedules and supervises technical theater personnel staff. Recruits, teaches, supervises, and evaluates students and limited hire stage managers. Schedules the use of various facilities including four theaters and nine rehearsal rooms for production, class related activities, and special events. Provides access to departmental spaces and issues keys. Serves as departmental safety representative.

Eric Mills – Public Events Manager, Administration

emills@theaterdance.ucsb.edu TD-West 1605, 893-3022

(Hours: M-F, 8-5pm w/ possible weekend and evening)

Responsible for the administrative operations for the production area of the department, including but not limited to , Theater UCSB (theater and dance), TAG, Santa Barbara Dance Theatre. Responsible for fiscal management, personnel, box office management, front of house management, public relations and marketing.

OTHER STAFF

Ellen Anderson – Asst Public Events Manager

eanderson@theaterdance.ucsb.edu TD-East 2609, 893-7464

Under the umbrella of I.V. ARTS, directs the efforts of all staff, students and volunteers of I.V. LIVE (a weekly performance series held in Embarcadero Hall, a UCSB classroom located in Isla Vista) to realize the department's objectives (bringing student-generated programming to Isla Vista residents during the weekend, providing a safe, alcohol-free event that is also innovative and artistic giving the residents of Isla Vista an alternative event on Friday nights).

Patrick Lindley – Principal Musician

lindley@theaterdance.ucsb.edu TD-West 2531, 893-6110

The Principal Musician provides live music for ballet and modern classes, using piano, electronic keyboards, percussion, voice, etc. Recruits, hires, coordinates, and trains dance musicians, and collaborates with dance/drama faculty regarding classes and productions. Serves as Music Director and Composer for the Dance Division. Assists in coordinating dance budget, making recommendations for instrument (and audio-visual equipment) purchases, maintenance, and repairs. Often composes and plays for theater productions, with the approval of Dance Division Director and Theater and Dance Chair.