

**Oregon Shakespeare Festival
Job Description**

JOB TITLE: ACCESS COORDINATOR

JOB SUMMARY: Supervises, coordinates and controls OSF ACCESS Services and undertakes other duties as assigned by the Audience Services Manager. Assists in implementing the policies, practices and procedures as established by the Audience Services Manager.

ESSENTIAL JOB DUTIES:

1. Sign Interpreting
 - a. Organize and coordinate the spring, summer, and fall sign interpreted weekends, including hiring sign interpreters and sign coaches.
 - b. Arrange travel and accommodations for interpreters and sign coaches.
 - c. Carefully coordinate the schedules of the interpreters when they are in Ashland so they have ample opportunity to view the plays they are interpreting at least twice before their interpreted performances and have the chance to meet with dramaturges, lighting technicians, stage managers, and anyone else that can assist them in their preparation for their shows.
 - d. Obtain DVDs and audio tapes from the Associate Producer and send to interpreters.
 - e. Obtain scripts from the Literary Office and send to interpreters.
 - f. Organize the sign interpreted Backstage Tours, Prologues, Post-Show Discussions, and any other events requiring sign interpretation and hire local sign interpreters for their implementation.
2. Audio Description
 - a. Confirm audio descriptions with patrons and communicate the confirmation back to the Box Office.
 - b. Hire and assign plays to audio describers and understudies.
 - c. Maintain audio description equipment for the Angus Bowmer, Elizabethan and the New Theatre, to include receiver and transmitter testing, receiver maintenance, equipment storage, and ordering new equipment.
 - d. Copy and distribute scripts for the audio describers and the understudies.
3. Open Captioning
 - a. Organize and coordinate all open captioned performances.
 - b. Coordinate with the IT Department to insure timely uploading of open captioned scripts to designated laptop computer.
 - c. "Massage" the scripts so the flow of the captioning matches the flow of the actors as closely as possible.
 - d. Work with stage management to insure placement of the LED screen in such a place to allow patrons requiring the service to be able to easily read the screen and see the stage at the same time.
 - e. Open caption the performances in a professional manner.
4. Physical Access
 - a. Arrange assistance for patrons with physical disabilities to and from the theatre.
 - b. Maintain the equipment used for physical access in the theatres: including wheelchair platforms, accessible restrooms, and wheelchairs.
5. Arrange for advanced copies of plays for patrons with special needs.
6. Communicate with patrons with special needs.
7. Communicate with the Box Office and other pertinent departments for sign-interpreted performances, audio descriptions, open captioned performances and other access issues.
8. Maintain the operation of the Assisted Listening devices: including battery maintenance, headset repairs, system adjustment, and ordering new equipment.
9. Develop audiences for accessible programs.
10. Create and enhance accessible programs for the Oregon Shakespeare Festival.
11. Create and initiate policies and procedures for accessibility issues.
12. Convene the OSF ACCESS Committee quarterly to discuss issues of accessibility and evaluate effectiveness of current services.
13. Work with Membership and Sales Manager to update the annual Accessibility brochure to guarantee an accurate and easily understood description of all ACCESS programs to patrons needing accommodations..

OTHER JOB DUTIES:

1. Facilitate the making and efficient distribution of Braille and Large Print Playbills.
2. Produce schedule of Audio Descriptions.
3. Perform other duties as assigned.
4. Reach out to educate the local community about ACCESS services and programs at OSF to include writing articles, making presentations, attending meetings, etc.

RELATIONSHIPS:

Reports to: Audience Services Manager

Supervises: Audio Describers, Sign-Interpreters and Captioners.

MINIMUM QUALIFICATIONS: (Necessary to the Successful Performance of the Position)

Education: Bachelor's degree,.

Work Experience: Minimum of four years customer service; prior theatre experience and Marketing experience helpful.

Machines, Tools, Equipment, Work Aids: Strong database, word processing, internet and emailing skills; Technological background in audio visual equipment.

Physical Ability: Ability to access all areas of the theatres quickly. Ability to lift up to 25 pounds.

Other Ability: Good interpersonal and communication skills; Knowledge of the American Disabilities Act regulations; knowledge of local, State and Federal laws regarding disabled access and rights; Ability to maintain a positive work environment; Ability to remain calm and helpful in any situation; Ability to quickly problem solve and make decisions with the safety and happiness of the patrons in mind as well as the integrity of the performance; Knowledge of OSF policies and current events; Attention to detail.

Non-Exempt position 06/08