



JULY 2009
FLSA: NON-EXEMPT

PERFORMING ARTS PRODUCTION TECHNICIAN

DEFINITION

Under general direction, provides skilled and complex technical support for theater department productions, including set design and construction, lighting, and sound; assists the Director of Theatre Arts in supervising and instructing student workers; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Faculty member assigned to the Performing Arts function. Exercises no supervision of staff. Provides technical and functional direction and training to student workers.

CLASS CHARACTERISTICS

This classification is responsible for designing, executing, and coordinating all technical aspects of theatre arts productions. Incumbents perform design and construction duties involving stage and set design, sound, and lighting and provide training and work direction to crews on the proper use and operation of theater production, lighting, and sound equipment and principles. This class is distinguished from the Director of Theatre Arts in that the latter oversees the entire department, programming, and administration of the District's Theatre Arts program.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical support for theater department productions; determines set, design, equipment, lighting, and sound needs for productions.
- Reviews scripts to suggest production plans, cost, and timing.
- Makes drawings of sets and layouts.
- Plans and supervises use of stage lights, scenery, audio, and other equipment.
- Inspects equipment and facilities for safety.
- Develops and reviews plans and procedures to ensure safety of audiences, theater production participants, and student workers.
- Maintains tools and equipment needed for successful stage productions, such as carpentry tools, painting equipment, control panels, sound equipment, lighting facilities, record turntables, public address system, intercommunication system, temporary scenery walls, special curtains, and props.
- Supervises and directs student stage crews in the use of tools and equipment used in stagecraft work.
- Assists instructors in supervising and instructing students in the proper methods of stage lighting, rigging, sound effects, set construction, and painting of stage scenery, props, and backdrops.
- Schedules the use of performing arts facilities and maintains the production calendar.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Fundamentals of theatre, especially directing stagecraft and stage operation, including lighting, sound rigging, and set construction, including color harmony and set-building materials.
- Stage-set design, floor plans, elevations, and construction.
- Proper storage and care of equipment and tools.
- Operation of sound equipment, such as microphones, amplifiers, and loudspeakers.
- Pertinent fire regulations and other safety codes.
- Principles, practices, and methods to construct, erect, and place various types of stage sets, backdrops, and props.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Read, understand and apply plans, plots, drawings, diagrams, blueprints, sketches, and other stage directions.
- Design, construct, set up, and strike theater sets.
- Maintain theater areas in a safe, clear, and orderly condition.
- Understand, interpret, apply, and explain technical requirements and applicable safety regulations.
- Operate and maintain a variety of specialized theater production equipment.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Operate modern office equipment including computer equipment and software programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's Degree from an accredited college or university with major coursework in drama and stagecraft, and at least one (1) year of progressively responsible experience in a technical theater production environment.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or theatre facility setting and use standard office and/or theatre equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as objects, tools, or controls. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theatre activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 25 pounds, and occasionally up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in typical office, as well as theatre environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.