

CLASS TITLE: THEATER TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, install and operate lighting and sound equipment for theatrical productions; construct and install scenery and props for theatrical productions; and provide technical assistance in a variety of production techniques to students, faculty and the public.

REPRESENTATIVE DUTIES:

Install and operate lighting and sound equipment for theatrical productions; build, paint, procure and install scenery and props for theatrical productions. *E*

Organize and supervise setup periods for productions utilizing outside facilities; document and report outside facility and equipment usage. *E*

Attend technical rehearsals, dress rehearsals, photo sessions and performances of departmental productions. *E*

Act as technical advisor to student assistants and trainees in a variety of production techniques, including proper use of tools, stage equipment and materials. *E*

Advise and direct students in the operation of lighting, sound and stage equipment; coordinate and monitor student worker schedules for productions and events. *E*

Develop and maintain an inventory of light, sound, and stage equipment; supervise dismantling, disposal and storage of departmental theatrical equipment, scenery and props. *E*

Schedule the maintenance and repair of production equipment, tools and facilities; monitor installation of new equipment. *E*

Evaluate production material and supply needs; initiate ordering and purchasing of materials and supplies; recommend equipment and tool acquisitions. *E*

Consult with and advise facility users regarding scheduling, equipment, and necessary personnel. *E*

Assist in developing departmental calendars and schedules of activities; coordinate activities with other departments, the public and outside agencies. *E*

Participate in meetings related to assignment; attend staff, campus and committee meetings as necessary. *E*

Participate in budget preparation and administration; monitor and control expenditures. *E*

Maintain and report a variety of records related to assignment. *E*

Train and provide work direction to part-time and student assistants as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of theater lighting, sound system, scenery and prop preparation and usage.

Current theatrical equipment, materials and processes.

Basic construction techniques using a variety of materials, including wood, steel, fabric, plastics and foams.

Basic metalworking and welding techniques.

Principles of electricity and electronics equipment.

Basic painting techniques.

Fire and safety procedures applicable to shops and public performance facilities.

Basic procedures and techniques for budget preparation and administration.

Principles and procedures of record keeping.

Principles and procedures of supervision.

ABILITY TO:

Operate and maintain lighting, sound and theatrical equipment related to a professional-type theater.

Operate hand and power tools customary to theatrical production.

Operate basic audiovisual equipment.

Promote safe work practices.

Direct the work of others.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree supplemented by specialized training in lighting, sound, stage design and related theatrical operations and two years of technical theater experience, including operating and maintaining light, sound, and/or stage equipment and other activities related to theater operations.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 1 b. Ability to stand for extended periods of time.
- 2 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for purposes of reading printed matter.
- 4 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 g. Ability to bend and twist, stoop, kneel, crawl, push, pull.
- 2 h. Ability to lift 50 lbs.
- 2 i. Ability to carry 50 lbs.
- 2 j. Ability to reach in all directions.
- 2 j. Ability to work at heights.
- 1 k. Ability to ascend and descend a ladder.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.