

Job Description

JOB TITLE: THEATER TECHNICAN

PAY GRADE: CL 19

LAST REVISED: 07/01/2010

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under direction of a manager, performs a variety of technical duties for theatre department productions and non-departmental events including in the areas of scenery, lighting, and sound; provides technical supervision and assistance for theatre stage productions; assures that theatre and stage equipment is maintained in a clean and safe condition; and maintains the master calendar of events for the theatre.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs a variety of duties related to theatre department productions; works with directors, designers, and the stage manager to develop the overall technical needs for each production; attends production meetings; coordinates technical schedules and production deadlines; coordinates the production of technical elements with the performers and directorial needs at technical rehearsals.
2. Sets up and troubleshoots sound systems for productions including mixing boards, amps, equalizers, speakers, and other sound system equipment.
3. Performs a variety of duties related to lighting for productions including hanging, circuiting, patching, gelling, troubleshooting, and focusing stage lights.
4. Oversees and participates in building scenery for theatrical shows being produced; operates and maintains a variety of equipment including radial, table, circular and vertical saws, and other hand and power tools; welds and rigs sets, and large scenery as required; paints finished pieces; repairs tools and equipment as necessary; maintains scene shop areas in a clean and orderly manner.
5. Reads interprets and creates blueprints and drawings; reads and interprets specifications and manuals; estimates and requisitions materials and supplies for assigned projects.
6. Prepares scenery construction budget for each production and assists scenic designers with engineering, materials selections, code compliance, construction process and options, and scheduling; ensures production is finished on time and within budgetary limitations.
7. Utilizes a variety of computer systems and applications related to the theatre, CADD, lighting, sound control, and production management.
8. Inspects, maintains, and repairs theatre equipment including rigging, lighting, and sound systems and related machinery; orders and maintains spare parts necessary to repair equipment; works with other departments within the college or with outside vendors for maintenance and repair of equipment as necessary.
9. Performs a variety of duties related to events; works with users of the theatre to develop overall technical needs and schedule for each event.

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10. Sets up and operates audio/visual equipment for productions including overhead projectors, slide projectors, video projectors, film projectors, video players, video cameras, computers, video monitors, and related audio/visual equipment.
11. Maintains an inventory of theatre equipment; determines needs for new and replacement equipment; establishes a prioritized list for equipment replacement; researches and develops specifications for new and replacement equipment; requisitions new or replacement equipment as necessary.
12. Maintains the master calendar of events for all theatre facilities; schedules or denies requests for facilities.
13. Performs a variety of bookkeeping duties including tracking and maintaining accounting information of all income and expenditures for the department; prepares and processes purchase orders; provides supervisory staff with budget updates; processes employee timesheets.
14. Hires, trains, coordinates, schedules, supervises, and evaluates work performed by student and/or other temporary help; trains students in the design, construction and preparation of stage sets and properties, lighting designs, and sound designs as well as in the safe operation of power and hand tools.
15. Assists instructors in teaching classes as needed including developing teaching aids and preparing other materials.
16. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Operational characteristics, services, and activities of a theatre program.
Methods and techniques used in the production of theatre events.
Principles, techniques, and operation of lighting, sound, and scenery used in stage production work.
Principles, methods, materials, tools and equipment used in stage work.
Principles and practices of stage lighting including hanging and focusing lighting instruments.
Principles and practices of theatre sound including use and placement of microphones, patching of audio signal paths, use of processing equipment, and speaker placements.
Principles and practices of theatre rigging.
Principles of electrical theory as applied to electrical circuits and wiring systems.
Methods and techniques of maintaining, installing and repairing electrical systems and equipment.
Operating characteristics and application of electrical test equipment.
Methods and techniques of troubleshooting electric and electronic systems and components.
Principles and practices of audio/visual equipment.
Methods and techniques of maintaining, installing, and repairing wood working tools and equipment.
Occupational hazards and standard safety practices.
Office procedures, methods, and equipment including computers and applicable software applications.
Inventory control procedures and methods.
Methods and techniques of public relations.
Principles of supervision and training.

Ability to:

Participate in organizing sound, lighting, and set designs in theatrical productions.
Prepare and maintain the master calendar of events for all theatre facilities.
Effectively coordinate and oversee a variety of stage production events.
Operate, maintain and repair wood working tools and equipment.

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Construct scenery and operate theatre equipment including rigging, lighting, and sound systems and related machinery.
Design and operate audio/visual systems and equipment.
Participate in the operation, maintenance, and repair of theatre equipment.
Hang and focus lighting instruments.
Repair electrical systems.
Troubleshoot and repair electrical electronic malfunctions.
Read and interpret blueprints, sound and lighting plots.
Adapt to changing conditions.
Problem solve and find quick solutions.
Supervise and train student workers.
Perform assigned work in accordance with appropriate safety practices and regulations.
Learn and apply new information or new skills.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two or more years of college level course work in theatre arts or a related field.

Experience:

Three years of increasingly responsible technical theatre experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a theater setting; exposure to noise, dust, and inclement weather conditions; occasionally works around loud noise levels; work near moving mechanical parts. Positions may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in both an office and theater setting; to stand or sit for prolonged periods of times, to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to heavy amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Johnson & Associates
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