

JOB TITLE: Instructional Assistant – Theatre Arts

PAY GRADE: CL 20

LAST REVISED: May 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager and in collaboration with instructional faculty, provides instructional and technical support to Theatre Arts programs and activities, requiring in-depth knowledge of subject area and associated use of technology, computers, software, and equipment; provides technical and instructional assistance to support laboratory and classroom activities at multiple campuses; and provides purchasing, inventory, and maintenance duties for theatre, laboratory and classroom supplies, materials, and equipment.

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. Provides instructional support for program, including technical and instructional assistance to students with theatre productions, special projects, field trips, homework, presentations, demonstrations, or other instructional activities in classroom and lab/activity settings; proctors exams and quizzes; collaborates with faculty to set up demonstrations; assists with curriculum planning and coordination; trains staff and students regarding use of materials, tools, and equipment, clean up and return procedures, safety practices, and specialized procedures; assists with layout and production of instructional materials, including graphics and audio-visual aids; researches, learns, and shares information regarding new laboratory/theatre activity techniques and methods with District staff.
2. Provides instructional and technical support in teaching environments, including purchasing and assembling take home lab kits, and coordinating distribution activities.
3. Prepares, monitors, and cleans-up materials and supplies for classroom and lab activities; collects theatre schedules from, interacts with, and coordinates theatre and classroom preparation with department faculty; assists faculty with classroom preparation and equipment set-up; issues and collects tools, equipment, kits, and other materials; assembles and packages project parts kits; fabricates stage props and sets, purchases and manages new theatre equipment and training tools or equipment to be used for labs, projects, and productions.
4. Monitors and assists with the proper use of classroom and lab equipment, materials, and facilities; assists with ensuring safety and security procedures are followed; inspects tools, equipment, and machinery for hazards and takes prompt action to prevent injury or damage; maintains function of all safety guards, stops, switches, and cutouts on all equipment; maintains safety signage; facilitates use of Personal Protective Equipment (PPE) and additional safety equipment; locks and unlocks building entrances and exits, department doors, and storage facilities, as needed; cleans and organizes workspaces, floors, and storage facilities to ensure a safe working environment; rearranges equipment and facilities; determines and mitigates or eliminates possible safety problems; modifies and updates operating procedures, as needed
5. Performs equipment and tool maintenance and set-up; assembles, installs, and tests new equipment; operates, inspects, tests, calibrates, maintains, and performs minor repairs to hand and power tools,

- machinery, equipment, and facilities; performs preventative and operational maintenance, including troubleshooting, diagnosing, and repairing tools, machinery, equipment, and facilities; arranges for servicing, packaging, shipping, and/or repair of tools, machinery, or equipment, as needed; fabricates new or renovated replacement parts for repairs and maintenance.
6. Maintains, inventories, and organizes the program lab and theatre facilities, including scene shop, costume shop, storage rooms, and project areas; maintains, repairs, and manages inventory and distribution of department apparatus, equipment, tools, manuals, and supplies; assists students with selection and operation of proper tools and equipment; maintains records of items checked in and out; inspects incoming shipments and distributes or stores in proper locations; designs, organizes, and maintains department storage facilities.
 7. Provides technical assistance, training, and support to faculty, staff, and students; installs, removes, maintains, and assists with troubleshooting department computer hardware and software; assists with setting up of department computer systems and networks; maintains department databases; requests or arranges for assistance, servicing, or repair of department computer equipment from District Information Technology Services (ITS) staff or other resources.
 8. Performs administrative duties for department; responds to inquiries regarding department operations or refers inquiries to appropriate staff; monitors, coordinates, and facilitates use of department facilities, resources, and equipment for access and security; prepares or assists with preparation of department reports and correspondence; maintains department records, including warranties, licenses and operating information for equipment and software.
 9. Participates in the preparation and administration of assigned budget(s), researches and purchases assigned contracts, materials, and supplies, and determines future needs; works with vendors to obtain quotes; requests purchase orders; inventories existing supplies and instructional materials; discusses new products or special needs with vendors and District staff; works with District staff to obtain lab, lecture, or other supplies; maintains expenditure records and prepares reports; advocates for the needs of the department; and creates prioritized lists of needed equipment for administration; provides input regarding annual budget development.
 10. Ensures safe handling, storage, transportation, and disposal of hazardous materials; complies with federal, state, and local laws and industry best practices for the handling and storage of hazardous materials; classifies and packages chemicals for hazardous waste removal; maintains hazardous chemical storage in a secure location with controlled access; maintains Safety Data Sheets (SDS) for all chemicals and other safety-related documentation for hazardous materials; prepares listings of unneeded hazardous materials and arranges for pickup and removal from District premises.
 11. Prepares, loads, and transports department materials and equipment between campuses or off-site locations; may be required to operate District vehicle for transport.
 12. May perform basic first aid, as needed.
 13. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students, temporary employees, or District staff.
 14. Performs related duties that support the overall objective of the position.

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:

- Principles, techniques, protocols, applications, and equipment used in Theatre Arts programs and productions, including lighting, sound, video projection and equipment, theatre rigging, and scenery.
- Protocols and procedures for setting up equipment, troubleshooting, and performing routine maintenance.
- Operational characteristics of laboratory apparatus, equipment, and materials.
- Federal, state, and local laws, codes, and regulations regarding instruction, support of students, and lab protocols, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA),

the Americans with Disabilities Act (ADA), and Division of Occupational Safety and Health Administration of California (CalOSHA).

- Basic inventory, bookkeeping, and purchasing processes and procedures.
- Principles and practices of record keeping.
- English usage, spelling, grammar, punctuation, and vocabulary.

Ability to:

- Perform general technical and operational duties in support of Theatre Arts programs, including, but not limited to, operating and maintaining equipment, computers, and tools; maintaining and organizing supply inventories and storage facilities; proctoring tests; and supporting classroom and lab theatre activities.
- Participate in organizing sound, lighting, projection, and set designs for theatrical productions, as well as constructing scenery and props.
- Facilitate and oversee a variety of stage production events and activities.
- Read, draw, and interpret sound and lighting plots and blueprints.
- Assist and advise students with safe working practices and procedures for theatre equipment and tools.
- Practice safety precautions, techniques, and procedures, including safe lifting techniques, "lock-out/tag-out", laboratory protocols, and safe handling, storage, and disposal of hazardous materials in accordance with appropriate safety practices and regulations.
- Operate vehicles and maintenance equipment, including hand and power tools, measuring devices, machinery, and equipment.
- Operate and maintain equipment and tools used in the theatre arts, including, but not limited to, rigging, lighting, projection, and sound systems, and other related equipment.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including those used in theatre arts.
- Maintain confidentiality of information.
- Make arithmetic calculations of average difficulty.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of students, temporary employees, or District staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to the completion of the twelfth grade or GED supplemented by college level coursework or specialized training in theatre arts or a related field.

Experience

- Two years of increasingly responsible technical theatre experience.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.
- First Aid Certificate.
- Hazardous Materials Awareness Certificate.

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 indoors in a classroom/laboratory/theatre setting and outdoors in the field; exposure to hazardous materials, dusts, mists, fumes, wet or damp surfaces, noise, extreme heat or cold, noxious odors, and chemicals and caustics; subject to risk of exposure to blood borne and/or other pathogens due to potential for cuts and/or contact with fresh or dried blood or other body fluids on saws, drills, and other power equipment. Moderate exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and/or indoor/outdoor education center/classroom/laboratory/theatre setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight to operate laboratory and office equipment, requiring repetitive hand movement and fine coordination, including use of a computer keyboard; to verbally communicate to exchange information; and requires the wearing of personal protective equipment when necessary.

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.

Board Approved: May 13, 2025