

THEATER ARTS TECHNICAL SPECIALIST

DEFINITION

Under general supervision, perform Journey level skilled carpentry work such as new construction, alterations and repairs for set and scenery, paint set scenery per show requirements, arrange and set up appropriate stage lighting on a per show basis, set up audio equipment per show basis, generate working drawings as needed, and builds carpentry projects, District's Art Division and Theater Department; maintains a safe and productive environment for students working in the scene shop and related spaces; performs basic troubleshooting and preventive maintenance of production related areas and equipment; oversees and ensures safety practices of students.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean of Arts. Receives oversight from the Technical Director, Lighting Designers, and Set Designers to create all technical aspects of each production (not including costume and make-up). Provides oversight and mentoring in the use of equipment and materials to students who work in the stage shop.

CLASS CHARACTERISTICS

This is a journey-level class that performs a wide variety of theater set building, stage lighting, audio reinforcement, and stage carpentry duties related to technical theater activities and services. The incumbent performs the full range of duties as assigned and must have the ability to work independently and to exercise initiative and judgment to meet rigorous deadlines for building complete usable theatrical sets. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, students, and organizational contact. This class is distinguished from the Carpenter due to its specialty assignment to the theater department and performing more specialized construction and building duties than the Carpenter that performs more general facilities maintenance duties. This position is distinguished from the Performing Arts Specialist primarily due to the complexity of productions and scope of responsibility. The Stage Technician supports Theater productions, whereas the Performing Arts Specialist supports a variety of productions (both campus and community) held through the District's Performing Arts Center - and assists the events services office with special events on campus.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Builds and constructs theater sets and determines best building methods and materials based on plans and renderings; assists user groups with stage scenery for shows; executes scene changes; sets hand props; places set pieces; sets appropriate weights and operates the counterweight rigging and spot lines for raising and lowering drops, curtains, or scenery.
- Purchases, via open purchase orders, materials necessary for scenery construction and equipment maintenance.
- Maintains an effective and safe learning environment for students working in the scene shop.
- Assists in operation and maintenance of a variety of equipment, including stage scene shop power and hand tools, lighting and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Assists with the execution of theatrical lighting, including hanging, and focusing lighting.

- Assists with the execution of theatrical amplification and sound effects, including positioning of microphones and speakers, patching and modulating audio mix, equalization, and amplification.
- Fabricates specialty pieces, constructs theatrical props, and sews soft goods for show needs.
- Mixes paints to match color renderings and samples in order to paint theater sets; instructs others in theatrical painting techniques.
- Generates construction and work drawings to convey construction techniques, as needed.
- Sets up risers and temporary audience seating in accordance with restrictions and codes.
- Operates forklifts and stake bed truck to access and move prop pieces and scenic elements, and to pick up items and materials from other locations.
- Operate elevated work platforms and train students to safely operate elevated work platforms.
- Maintains production areas, stage areas, storage sites, shop and other work areas in a clean and orderly condition, including securing equipment, power and hand tools at the close of the workday.
- Plans and executes shop improvement projects.
- Identifies and purchases necessary materials to build scenery and maintain equipment; tracks use of materials on a per show basis.
- Coordinates activities of part-time staff, students, and student workers and keeps track of their hours.
- Performs production related repairs including patching holes, changing lights, repairs floors, and other miscellaneous carpentry and minor construction duties.
- Provides needed items to faculty within the department to meet class needs, such as rehearsal furniture, materials, and special equipment.
- Monitors use of the theater by user groups to ensure a safe environment; assists in enforcing established rules of facility use and participant conduct.
- Stays abreast of new techniques, materials, methods, equipment, and tools related to the area of assignment.
- Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
- Creates and maintains a safe and productive work environment for staff and students.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, techniques, principles, and practices of the construction of theatrical sets, props, and other show elements.
- Practices, processes, and equipment of technical theater support services.
- Operation and maintenance of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Operation and maintenance of scene shop power and hand tools.
- Occupational hazards and safety equipment and practices related to the work.
- Applicable Federal, State, and local codes, laws, and regulations.
- Basic mathematical principles.
- Modern office practices, methods, computer equipment and computer software.
- 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, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Understand the organization and operation of a theater necessary to assume assigned responsibilities.
- Operate a variety of technical theater equipment in safe and effective manner.
- Perform stage carpentry, lighting, painting, and audio set-up.
- Read and understand light plots, set drawings, and ground plans.
- Observe safe work methods and makes appropriate use of related safety equipment as required.
- Make accurate arithmetic computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective 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 the completion of twelfth (12th) grade and five (5) years of experience in a theater scene shop with some experience in leading construction crews.

Licenses and Certifications:

- The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.
- Possession of, or ability to obtain Occupational Health and Safety Administration (OSHA) compliant forklift certification.
- Possession of, or ability to obtain Occupational Health and Safety Administration (OSHA) compliant elevated work platform certification.

PHYSICAL DEMANDS

Must possess mobility to work in the a standard theater and to operate a motor vehicle and visit various District sites; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and theater equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job requires frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds or heavier weights with assistance or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an enclosed theater environment with moderate noise levels, primarily controlled temperature conditions, and may be exposed to confining workspace and mechanical and/or electrical hazards. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.