

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

STAGE TECHNICIAN

*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.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of skilled and technical duties for Performing Arts Center (PAC) productions including in the areas of lighting, sound, staging, rigging, and audio/visual equipment; provide technical training, supervision and assistance for theatre stage productions; troubleshoot and/or repair theatrical systems as necessary; and assure that theatre and stage equipment is maintained in a clean and safe condition; may provide supervision of facilities during events.

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. Assist in the presentation of events in the Performing Arts Center (PAC) and other assigned areas, either on or off campus; set up and operate lighting, sound, staging, rigging, and audio/visual equipment; set up ancillary venues for events as necessary.
2. Communicate with event supervisor and other users to establish, discuss, or clarify technical requirements of productions.
3. Install scenic elements involved in theater production as necessary.
4. Work with other theater staff regarding event labor, equipment, and venue usage; store, issue, receive, repair, maintain, and inventory tools, supplies, materials, and equipment; plan for future event labor, equipment and venue usage as necessary.
5. Inspect, maintain, troubleshoot, and repair theater equipment including rigging, lighting, sound, and related machinery.
6. May train and/or provide work direction to student assistants and other part-time workers as assigned; may provide advice and guidance on the safe operation and use of tools and equipment.
7. May provide supervision of event in assigned facility.
8. Maintain all assigned facilities and equipment in accordance with safety standards; ensure security of facilities and equipment.
9. Create or process various records and paperwork necessary for the successful completion of assigned task(s) during an event.
10. Perform related duties as required.

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MINIMUM 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:

1. Operational characteristics, services, and activities of a theatrical event or public assembly events.
2. Methods and techniques used in the production of theater events.
3. Principles, techniques, and operation of lighting and sound used in stage production work.
4. Basic principles and applications of set design and construction relating to stage productions.
5. Principles, methods, materials, tools and equipment used in stage work.
6. Principles and practices of theatre rigging.
7. Principles of electrical theory as applied to electrical circuits and wiring systems.
8. Methods and techniques of maintaining, installing, and repairing electrical systems and equipment.
9. Operating characteristics and application of electrical test equipment.
10. Occupational hazards and standard safety practices.
11. Office procedures, methods, and equipment including computers and applicable software applications.
12. Inventory control procedures and methods.
13. Basic principles and procedures of record keeping and filing.

Ability to:

1. Install sets, lighting, and sound equipment for stage presentations.
2. Operate equipment and facilities for various theatrical productions.
3. Maintain tools and equipment used in the course of performing assigned tasks.
4. Instruct others in the proper use of tools and equipment.
5. Repair electrical systems.
6. Troubleshoot and repair electrical and electronic malfunctions.
7. Adapt to changing conditions.
8. Maintain records of equipment and supplies.
9. Train and provide work directions to others.
10. Perform assigned work in accordance with appropriate safety practices and regulations.
11. Learn and apply new information and skills.
12. Work independently in the absence of supervision.
13. Analyze situations accurately and adopt an effective course of action.
14. Understand and carry out oral and written directions.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain effective working relationships with those contacted in the course of work.
17. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

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

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Experience:

Two years of theatrical experience in the construction, operation, and maintenance of stage equipment and materials.

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 theatre setting; exposure to noise, dust, smoke, fumes, and electrical and radiant energy; work at heights on ladders and lifts and on a grid at 60 feet; work around or operate power tools and equipment. Positions are required to work evenings and weekends as necessary.

Physical: Primary functions require sufficient physical ability and mobility to work in a theatre setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and hand and power tools requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

4/30/74; 3/6/79;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical - Paraprofessional