



## TECHNICIAN -THEATER OPERATIONS

### DEFINITION:

Under the supervision of the Coordinator of Visual and Performing Arts and the site administrator, plans, organizes and provides technical support for various theater and production activities at District school sites; provides audio-visual support for District sites and assists with Boardroom needs; performs a variety of technical tasks relative to the preparation and production of events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans, organizes and provides technical support for various theater and production activities at District school sites including performing technical duties related to sound and lighting system operation.
- Performs a variety of technical duties in the repair, maintenance and installation of a various audio-visual equipment for District sites as assigned; assists with Boardroom audio-visual needs.
- Generates scope of work needed for audio-visual systems at assigned school sites; installs new audio-visual equipment as assigned for meeting rooms and training centers; provides basic training for school site personnel on use of audio-visual equipment.
- Performs a variety of technical tasks related to the preparation and production of events; coordinates, plans, and implements stage production activities; utilizes assigned construction styles to fabricate stage sets for site-based productions; coordinates scenic fabrication needs with groups renting facilities.
- Troubleshoots assigned audio-visual equipment and lighting systems as assigned.
- Performs various rigging duties; operates counter weight flying and rigging system; coordinates rigging needs with groups renting facilities.
- Designs house lighting plots; provides stage and event lighting using advanced lighting control systems; provides performance-based audio support.
- Coordinates, plans, designs, budgets and implements audio and lighting installation and repair needs of District general use, school site performance and multi-use facilities.
- Serves as production consultant for District campus and community events; coordinates with outside groups and serves as a point of contact for outside groups; coordinates stage and event lighting needs accordingly.
- Provides basic training to various personnel on assigned equipment; oversees and provides general work direction to walk-on personnel as assigned.
- Performs safety inspections at various District sites according to established procedures.
- Prepares and maintains theater master calendar of events; maintains schedule for facilities in collaboration with administration and office staff; coordinates facility rental and usage with outside parties.
- Assists with review of new construction and site improvement plans and drawings; offer recommendations and specifications on audio and visual performance applications
- Serves as a technical resource for the District in development and selection of specifications for theatrical lighting, sound and staging equipment as assigned; makes related purchase recommendations, researches equipment and provides equipment pricing information for various departments as assigned.
- Operates a variety of job-related equipment including various hand and power tools, scissor lifts testing equipment, video projectors, lighting and sound systems and peripheral equipment, a computer and assigned software; drives a vehicle to conduct work.
- Communicates with various personnel, departments, vendors and outside contacts to exchange information, coordinate activities and resolve issues or concerns.
- Maintains records and reports related to assigned activities; completes related safety reports as assigned; maintains inventories of assigned equipment.

**QUALIFICATIONS GUIDE****Knowledge of:**

- Principles and practices of audio and lighting systems.
- Proper procedures, tools, materials and equipment used in the installation, repair and maintenance of a variety of audio-visual equipment.
- Basic electrical theory, sound and lighting effects.
- Carpentry, painting and other skills required in set construction.
- Technical aspects of field of specialty.
- Sound effect techniques.
- Theatrical set design and production.
- Methods, equipment and materials used in stage and set design and construction.
- Theater house management.
- Health and safety regulations.
- Operation of a computer and assigned software.
- Rigging and fly systems.

**Ability to:**

- Organize audio, lighting and staging for IUSD performance events both on and off IUSD property.
- Operate and oversee the operation of stage equipment including projectors and lighting systems.
- Troubleshoot, diagnose and repair audio-visual equipment.
- Administer a variety of production activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Provide basic training and work direction to personnel.
- Determine priorities and make long-range schedules for completion.
- Read and interpret blueprints; estimate costs of labor and materials for a work project from blueprints, sketches, or diagrams.
- Observe health and safety regulations.
- Operate hand and power tools, a computer and assigned software.
- Maintain routine records.
- Meet schedules and time lines.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in theater production, stage craft or related field and two years experience in the operation of sound and lighting equipment and maintenance of audio-visual equipment.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

- Dexterity of hands and fingers to operate assigned tools and equipment.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking to exchange information.
- Sitting, standing and walking for extended periods.
- Climbing ladders and stairs to rig lighting equipment.
- Seeing to perform assigned activities.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Reaching overhead, above the shoulders and horizontally.

**WORK ENVIRONMENT:**

Indoor and outdoor environment. Theater environment. Evening or variable hours. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Working at heights.

**Previously Revised: 06/2017**