

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: THEATRE PRODUCTION TECHNICIAN

**BASIC FUNCTION**

Under the general direction of a Principal and/or designee and the Theatre Production Supervisor, assist the Theatre Production Supervisor to organize, coordinate, train, oversee and perform skilled work in the operation and maintenance of the Performing Arts Theatre/Auditorium at schools in the district; perform a broad range of functions related to the scheduling and production of performances and events and the utilization of the theatre facilities by students, staff and the public; provide technical assistance and support to the various users; maintain and repair a variety of theatrical and audiovisual equipment; work a flexible workweek and work hours shift; perform other related work as required.

**REPRESENTATIVE DUTIES**

1. Prepare light, audio and other production systems for events for the purpose of operating such systems during events with responsibility to independently make artistic judgments, interpreting requirements and anticipating and resolving problems in order to accomplish successful presentations in district theatre in district theatres/performance spaces.
2. Provide or supervise technical support to the users of the facilities.
3. Train and supervise student staff in the technical utilization of the facilities.
4. Work directly with each of the performing arts departments to create performances that meet or exceed the vision of the teachers of those areas.
5. Facilitate, oversee and guide the work of staff or public utilizing the district theatres/performance spaces.
6. Provide support and assistance in the construction of sets and props, lighting, sound and other items needed for production.
7. Perform skilled work in the installation, maintenance and repair of the theatrical and audiovisual equipment contained in the assigned facilities.
8. Monitor and communicate to theatre production supervisor inventory, supply and repair needs.
9. Provide support and assistance in theatre operation and set building.
10. Assist Principal/designee and Theatre Production Supervisor with coordinating the district theatres' calendar and events.
11. Assist administrative staff with audience management and facility preparation for events.
12. Ensure the cleanliness of the facilities for both event practices and event performances.
13. Ensure that federal, state and local laws, regulations and safety standards are observed and enforced.
14. Perform other duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Principles and practices of theatrical audio, lighting, set construction, stage management, house management and video; materials and equipment utilized in the installation, basic repair and maintenance of theatrical and audiovisual equipment, lights; District policies; legal mandates and codes pertaining to the inspection, repair and maintenance of computer hardware, electronic, audiovisual and other specialized electrical systems; working knowledge of computer software such as PPT, Outlook, Keystone, Internet, ETC Lighting Control Consoles and Yamaha Audio Consoles. Safe working methods and procedures

### SKILLS:

Operate a variety of tools and equipment utilized in the performance of duties  
Test and evaluate theatrical, audiovisual and computer equipment  
Install, maintain and repair various types of theatrical and audiovisual equipment, lights  
Multi-tasking at a high level; professional interpersonal skills with staff, supervisors, students and parents.

### ABILITY TO:

Utilize special electronic testing equipment to determine defects and malfunctions; read, understand, interpret and apply complex written instructions and information; communicate effectively orally, electronically, and in writing; understand and carry out oral and written directions; establish and maintain positive and effective working relationships; promote team building and a positive work environment; prioritize and identify needs and solve problems independently as appropriate; maintain high level of professionalism in keeping the needs of users a top priority; supervise student staff.

### EDUCATION AND EXPERIENCE:

**REQUIRED:** Graduation from high school; Associate Degree in related field/or a combination of training and experience equivalent to the Associate degree level; two years of experience in technical theatre operations; documented experience in theatrical audio, and theatrical lighting.

**DESIRED:** Knowledge on ETC Lighting Control Consoles and Yamaha Audio Consoles; experience working with students.

**LICENSES/CERTIFICATES:** Valid California Driver's License; employee will undergo pre-employment physical exam

### WORKING CONDITIONS:

Ability to carry and lift up to 50 lbs; ability to push, pull up to 100 lbs; climb, stoop, bend, reach overhead; kneel or stand for extended periods of time; use all ladders, stairs, scaffolding and ramps, crawl in small spaces; manual dexterity to operate equipment and use hand and power tools up to 85 dBA, manipulate and handle various materials; near and far visual acuity, depth perception, color vision; hear normal conversation; work with elementary, middle and high school students, teachers and public; work a flexible workweek including nights and weekends.

**SALARY RANGE:** 55

**ADOPTED BY PERSONNEL COMMISSION:** April 15, 2015

**APPROVED BY BOARD OF EDUCATION:** April 21, 2015