

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: THEATRE PRODUCTION SUPERVISOR

BASIC FUNCTION:

Under the general direction of a Principal, 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; perform other related work as required; supervise staff and student staff in all district performance spaces; work a flexible workweek and work hours shift.

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 theatres/performance spaces.
2. Provide or supervise the provision of technical support to the users of the facilities.
3. Direct, train and supervise constituents, staff and student staff in the technical utilization of the facilities and arrange for substitutes as needed.
4. Work directly with each area of the performing arts department at LAHS to create performances that meet or exceed the vision of the teachers of those areas
5. Coordinate, oversee and guide the work of the staff or public utilizing the district theatres/performance spaces.
6. Design, supervise, train and/or execute the construction of sets and props, lighting, sound and other items needed for productions.
7. Perform skilled work in the installation, maintenance and repair of the theatrical and audiovisual equipment contained in the assigned facilities
8. Requisition and maintain an adequate inventory of components, parts, supplies and repair materials. This includes materials for performing arts departments on LAHS campus.
9. Investigate, test and recommend the purchase of needed equipment and hardware.
10. Provide support and assistance in theatre operation, production management, set design, technical theatre, and set building. Assist teachers with technical knowledge in performing arts courses.
11. Serve as liaison and monitor the services and equipment of outside contractors and vendors to ensure a high standard of product and/or performance.
12. Assist Principal or designee with coordinating the district theatres' calendar and events, including the scheduling and approval or denial of requests from outside groups as appropriate.
13. Participate in planning, development and implementation of related budgets.

14. Manage theatre budget by allocation of funds directed toward specific uses related to daily operations, new purchases, improvements and maintenance of the district facilities.
15. Maintains an appropriate and safe inventory of tools for use in designing and construction of productions.
17. Assist Administration with audience management and facility preparation for events.
18. Ensure the cleanliness of the facilities for both event practices and event performances.
19. Ensure that federal, state and local laws, regulations and safety standards are observed and enforced.
20. Support sound and lighting execution in district facilities for various events as needed.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Principles and practices of theatrical audio, lighting, set construction, lighting design, set design, 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, Drafting and Lighting Software, 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 audiovisual, lighting, and audio equipment; Multi-tasking at a high level; professional interpersonal skills with staff, supervisors, students and parents; coordination between levels;

##### ABILITY TO:

Plan, direct and coordinate the theatrical operations of district theatres/performance spaces; direct the activities of others engaged in the technical utilization of district theatres/performance spaces; utilize special electronic testing equipment to determine defects and malfunctions; Accurately estimate labor and materials costs; Analyze and develop solutions for systems problems; 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. Train and supervise high school students.

#### 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; three years experience in technical theatre operations; documented experience in production management set construction, theatrical audio, and lighting.

**DESIRED:** Six months in a lead stage management position; knowledge on ETC Lighting Control Consoles and Yamaha Audio Consoles; experience working with and/ or training students; experience in lighting and scenic design.

**LICENSES:**

Valid California Driver's License; employee will undergo physical examination prior to hiring

**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:** 82

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

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