

## Stage Technician

### Purpose Statement

The job of Stage Technician is done for the purpose/s of maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; supporting outside theater production crews; and assisting skilled trades.

This job is distinguished from similar jobs by the following characteristics: This job is similar to a preventative maintenance technician, with additional people complexity as the function is often the senior representative of the school district when outside groups use the auditorium. It is also unique in that it maintains and runs specialized theater lighting, sound, and rigging equipment.

This job reports to Director of Maintenance, Operations & Facilities or Designee

### Essential Functions

- Assists journeyman maintenance workers and mail/truck driver for the purpose of completing projects in a safe, efficient manner.
- Assists with monitoring contract work (e.g. installation of new equipment by outside companies, etc.) for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with stage production crews, other trades, other staff (e.g. producers, directors, technicians, electricians, custodians, etc.) for the purpose of ensuring smooth operation of facility during productions and completing projects and work orders efficiently.
- Delivers a variety of items (e.g. mail sacks, boxes, packages, cargo, office supplies, furniture, equipment, etc.) for the purpose of distributing items to assigned locations and/or individuals.
- Drives vehicles (e.g. truck, van, etc.) for the purpose of transporting orders and materials to designated sites.
- Informs personnel regarding status of work orders (e.g. updates/closes out normal and project work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and building regulations.
- Loads and unloads delivery trucks (e.g. items from warehouse, mail, carpentry supplies, etc.) for the purpose of receiving stock and/or filling orders for transport.
- Maintains auditorium systems and equipment (e.g. electrical system, lighting, sound system, cables, fly/rope systems, etc.) for the purpose of ensuring availability in safe operating condition.
- Responds to situations during events (e.g. lighting/sound system malfunctions, rule violations, etc.) for the purpose of resolving immediate safety concerns.

### Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job

include: operating theater systems, lighting, rigging, sound, etc.; equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in theater production and multiple skilled trades; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: problem solving urgent/emergency situations during theater productions; adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:** Experience in Safety, Electrical, Minimum of four (4) years experience of stagecraft and stage operation, including sound and light equipment, building maintenance, rigging, motion and slide picture projection.

### **Required Testing**

Pre-Employment Proficiency Test

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses

### **Certificates and Licenses**

Driver's License & Evidence of Insurability

### **Clearances**

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

12/13/2016

### **Salary Grade**

37