

THEATER PRODUCTION SPECIALIST II**DEFINITION:**

Under direction of the Principal, Assistant Principal, and Chief Operations Officer, working with minimal supervision, oversee and perform activities related to the installation, utilization and maintenance of the theater facility and equipment including the theater rigging, stage, sound, and lighting systems; recruit, select, supervise and train student assistants.

QUALIFICATIONS:

Experience: Minimum of four years working in theater productions or related experience

Education: Minimum of two years college level course work in theater technology, fine arts or related field

Other: A valid California driver's license

DISTINGUISHING CHARACTERISTICS:

This is a highly specialized class. Incumbents work directly with and provide skilled technical advice and expertise to performing arts production directors and support staff to design, develop and implement scenery, lighting, sound, and related staging activities for theatrical productions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Principal, Assistant Principal, and Chief Operations Officer, incumbent will:

- Oversee and perform activities related to the installation, utilization and maintenance of theater rigging, stage, sound and lighting systems, curtains and fly, and other operations of the facility; assure compliance with safety standards and regulations.
- Advise production managers, lighting, and sound designers on the technical specifications, costs, and usage of technical equipment required for individual or show.
- Supervise implementation of approved technical designs.
- Research, facilitate, and coordinate technical equipment and production rentals.
- Attend production meetings, run-throughs, and dress rehearsals.
- Provide budget input for various expenditures including maintenance of facility, equipment and hourly personnel; develop, research, plan and prepare specifications for major equipment purchases.
- Manage, review, and prepare all production expenditures.
- Schedule, plan and coordinate year-long calendar for internal and external groups at multiple sites.
- Develop and maintain community relationships.
- Recruit, select, train and supervise student assistants in the effective and safe use of technical theater lighting, rigging and sound equipment; train and provide work direction to other theater staff.
- Provide direction and organization to staff, students, and community volunteers.
- Communicate with staff members, administration, and community to assure maximal use of the theater facility.
- Collaborate with theater department, music department, school and district administration, and district operations for productions.
- Serve as technical consultant to architects, facility staff, and others in the design and modernization of theater facilities.
- Operate various hand and power tools to set up for events; maintain current inventory of supplies and equipment; perform minor repairs to equipment; maintain equipment maintenance log detailing maintenance and repair activities.
- Develop and maintain production archives and filing.
- Operate a computer and assigned software; operate standard office equipment as assigned.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Coordination, facility use, maintenance and operations of a theater facility.
- Budget preparation techniques.
- Oral and written communication skills.
- Principles and practices of selecting, training and supervising student assistants.
- Theatrical sound and lighting technology.
- Theatrical terminology, stage rigging, scenic construction technology, and theatrical production equipment.
- Interpersonal skills including tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Operation of hand and power tools utilized in the theater.
- Record-keeping techniques.
- Safety standards and regulations.
- Proper lifting techniques.

THEATER PRODUCTION SPECIALIST II**ABILITY TO:**

- Oversee and perform activities related to the installation, utilization and maintenance of theater rigging, stage, sound and lighting systems, and other operations of the facility.
- Assure compliance with safety standards and regulations. Prepare and maintain records and reports.
- Recruit, select, train and supervise student assistants. Assign and review work.
- Effectively manage and promote community relations.
- Interpret, apply and explain safety practices and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Operate a computer, hand and power tools and standard office equipment. Work independently with little direction.
- Analyze situations accurately and adopt effective course of actions. Maintain consistent, punctual and regular attendance.
- Perform assigned activities.
- Communicate effectively, both orally and in writing. Understand and carry out complex oral and written directions.
- Operate hand and power tools.
- Ability to ascend and descend ladders, stairs, scaffolding, and ramps.
- Stand and walk for extended periods of time. Bend at the waist, kneel, or crouch.
- Reach overhead, above the shoulders and horizontally. Use proper lifting methods.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- 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.
- Employees in this position will be required to work indoors in a standard theater environment and come in direct contact with district staff and the public.
- Theater environment HAZARDS: Working at heights.