

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Theatre Technician

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and one-year technical stage production experience. Experience working in auditorium or theatre operations desirable.

License Requirement:

Possess a valid California Driver's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under supervision of the High School Plant Supervisor, performs a variety of work in providing technical assistance for the District and outside groups which require the use of the stage lighting, sound systems, setting up and running of any auditorium machinery or rigging; participate in the maintenance of the stage, shop areas, lighting booth and auditorium house (seating area).

SPECIFIC RESPONSIBILITIES

1. Serve as technical support to the performing arts program and communicate regularly with certificated performing arts staff to determine production requirements and facility needs. Provide information regarding proper operation of auditorium systems as necessary.
2. Coordinate all auditorium and amphitheater lighting and sound requirement and participate in some or all of the following related duties as needed: light design, light board operation, sound design, soundboard operation, lighting installation, other audio-visual equipment operation.
3. Perform other needed technical duties for auditorium events and productions including assistance with the construction and installation of theatrical sets, breakdown of sets, storage of set units, properties and lighting instruments; operation of lecture hall door, operation of rear amphitheater doors. Possible operation of mobile sound/PA system.
4. Enforce and interpret District and school site rules, regulations and policies for auditorium usage; enforce safety and fire standards, rules and regulations.
5. Maintain necessary related records, including inventory of production items and stock.
6. Maintain stage machinery and rigging (including curtains); order necessary replacement parts for lighting and sound systems.
7. Serve as custodian for stage, scenery shops, interior dressing rooms, lighting booth, lighting and scenery storage areas, and auditorium house; assist as necessary with cleaning courtyard lobby and amphitheater stage as required.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of:

- Stage equipment including lighting, sound systems and staging for a variety of theatrical and musical productions;
- lighting plots, set elevations and floor plans;
- stage props and scenery; basic math;
- basic electrical;
- basic design elements and stage terminology.

Ability to:

- Manage the operations of a comprehensive high school auditorium;
- predetermine technical requirements for events and productions;
- make routine adjustments and repairs to stage equipment and supplies;
- troubleshoot problems.
- Maintain records and prepare reports.
- Perform custodial maintenance.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with high school students in a professional and helpful manner.
- Work evening and weekend hours as required.

PHYSICAL ABILITIES

High school auditorium work environment.

Working at heights; working around and with machinery; regular exposure to high levels of sound.

Physical Abilities Needed: Dexterity of hand and fingers to operate equipment; hearing and speaking to exchange information and sight for viewing monitors and stage activity. Will stand for extended periods of time and will lift heavy objects.

Frequent evening and occasional weekend hours required.