JOB DESCRIPTION

JOB TITLE: Assistant Stage Technician

Job Family: Maintenance and Operations

Range: 24

Job Purpose Statement/s: The classification of Assistant Stage Technician works under the specific and general direction of the Stage Technician. The major job purpose for this classification is to assist in the management and maintenance of school auditoriums and theatrical equipment. The Assistant Stage Technician assists in the setting up and taking down of scenery, lighting, audio and rigging equipment.

Essential Job Functions:

* **Assists** in the maintenance of theatrical equipment, including lighting instruments and control equipment, stage rigging and various types of audio equipment.
* **Assists** in the planning for production.
* **Assists** in maintaining theatrical production inventory.
* **Assists** in lighting, sound, and rigging engineering.
* **Assists** in training for theatrical safety.
* **Assists** in the supervision of stage activities for acts and attractions scheduled for all school assemblies held in the theatre facilities.
* **Assists** in the maintenance of auditorium(s) and other theatrical facilities to insure cleanliness and safety.
* **Assists** in the supervision for use of equipment and training to assure proper use and the prevention of injury.
* **May assist** in the instruction of students on the operation of equipment.
* **May assist** in communication with school site and District administration regarding the planning of season productions and scheduling under the guidance of the Stage Technician.
* **May assist** in preparation of budget for estimates of labor, material and supplies.
* **Assists** in the repair of theatrical devices and diagnosis repair needs.

Other Job Functions:

***** **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:**
* **Skills**, **Knowledge and/or Abilities Required:**

  Skills in the maintenance and construction of theatrical equipment, including lighting and control equipment, stage rigging and other various types of audio equipment.

  Knowledge in the diagnosis and repair of equipment used in theatrical productions.

  Knowledge of procedures to insure safety in the design, construction and maintenance of theatrical sets.

  Ability to promote and maintain positive and productive working relationships with those contacted in the performance of duties.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of Valid California Driver's License. Valid first aid certificate.