JOB DESCRIPTION

Job Title: Stage Technician

Job Family: Maintenance and Operations

Range: 35

Job Purpose Statements: The Stage Technician works under the direction of Maintenance and Operations to manage and maintain school auditoriums and theatrical equipment. Provides for the setting up and taking down of scenery, lighting, audio and rigging equipment or events.

Essential Job Functions:

- Maintain theatrical equipment including lighting instruments and control equipment, stage rigging and various types of audio equipment.
- Design and supervise the execution of all technical aspects of student theatrical productions.
- Assist the assigned teacher in the selection and supervision of student designers.
- Assign work of students in a class of technical theater production; assist the assigned teacher in directing the work of students.
- Instruct student crews on the use of theater lighting and audio equipment; basic electrical and electronic principals; scenery construction and techniques; stage rigging practices and safety.
- Provide proper control of costumes, props, and stock flat and three dimensional scenery pieces in the school's Fine and Performing Arts Department inventory.
- Oversee the stage activities for acts and attractions scheduled for all school assemblies held in the theater facilities.
- Maintain the auditorium and other theatrical facilities in a clean and safe manner.
- Oversee the use of equipment in order to prevent injury from falling objects, electrical shock and fire.
- Maintain inventory and check out audio-visual equipment; instruct students on the operation of equipment.
- Confer with school site and District administration on up-coming events to determine the best methods to use facilities.
- Prepare annual budget estimates of labor, material and supplies.