Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**District Theater Technician**	FLSA Status:	**Non-Exempt**
Job Family:	**Maintenance**	Pay Range:	**MT35H**
Prepared/Revised Date:	**August 1, 2022**	Job Code:	**61201**

SUMMARY: Responsible for the safety of Poudre School District students and staff by reviewing, inspecting, repairing, and maintaining all technical equipment in district theater/performance hall facilities. Establish safe procedures for operation of the facilities, schedule maintenance as required, and assure appropriate, trained coverage for performances. Develop and implement preventative maintenance programs, maintain budget, and order and procure materials as needed. Serve as district's point of contact for school sites and external users of district theaters/performance halls.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	**Frequency** Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	**% of Time** On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform ongoing safety reviews of performance and production spaces and temporary staging. Collaborate with staff and students to remain in compliance with applicable codes and standards.	W	10%
2. Contract for/or perform on-going preventive maintenance of technical equipment in district theater/performance halls.	M	15%
3. Work closely with designated site administrators, and theater, music, and other staff members at all district schools to provide technical support for school productions and facility improvements in the areas of fine arts.	M	15%
4. Coordinate and provide maintenance of installed fixtures in the performing spaces and the fixed seating in lecture halls.	M	10%
5. Maintain documentation of work requests and theater maintenance utilizing the district's computerized maintenance management system.	M	2%
6. Work closely with school sites, theater director(s), instructors, students, and coaches to ensure training and certification of students and staff as technical support crew and supervisors.	Q	16%
7. Provide training on and maintenance of district's electric aerial lift platforms.	Q	10%
8. Collaborate with district curriculum personnel to create training and operational manuals, and review district policies, procedures, and guidelines.	Q	8%
9. Respond to district emergency theater/performance situations.	Q	2%
10. Coordinate and document annual theater inspections per district insurance requirements.	A	3%
11. Coordinate use of the technical equipment with groups using district theaters, and assure trained staff are used to operating theater/performance equipment.	A	3%
12. Inventory all technical equipment in school performing halls for lifecycle planning and building safety.	A	2%
13. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure. Respond to emergency repair calls 24 hours a day as needed.	A	2%
14. Attend work and arrive in a timely manner.	D	1%
15. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate in Technical Theatre or Drama, and experience in a lead or supervisory position staging live professional theater productions preferred
- More than three years and up to and including five years of experience in professional theater-related experience required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must meet District driver insurability requirements
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a cell phone, and be on call and/or respond to calls 24/7
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with theatrical lighting, sound, and power distribution equipment required
- Operating knowledge of Aerial Work Platforms preferred at hire; required within three months after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	DISTRICT THEATER TECHNICIAN	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with: planning, assigning and directing work; and addressing complaints and resolving problems
- Responsible for assisting in supervising the behavior and well-being of students in theatrical stage situations

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk				X
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	
Research				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock				X
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	