

TECHNICIAN, PERFORMING ARTS OPERATIONS
(Stage Manager/Master Carpenter)
Campus Events & Broadcasting

OVERVIEW:

Under general direction, the Technician, Performing Arts Operations coordinates and supervises the safe operation and maintenance of the Performing Arts Center under procedures established by the Campus Events & Broadcasting Department.

EXAMPLES OF DUTIES:

- Serves as production stage manager for productions by the music department, dance department and community groups.
- Trains, supervises and schedules hourly employees and student crews.
- Responsible for supervising the design, safe operation, maintenance, repair, cleaning and storage of rigging equipment, rigging control systems and counterweight fly systems used within the Center.
- Serves as the primary liaison with community and professional groups renting the Center.
- Supervises the proper preparation of performance spaces at the time required.
- Operates complex technical equipment as required.
- Supervises the restoration of performance spaces to normal status following usage.
- Maintains an inventory of rigging equipment and supplies within the Center.
- Coordinates the purchase of expendable items used for construction and rigging throughout the Center.
- Assists in the operation and maintenance of complex sound, lighting, communications, telecommunications, video, stage lift and rigging equipment.
- Directs and trains student and hourly stage crew and assists the event services office with special events on campus.
- Designs and constructs equipment to support activities in the Center.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and techniques of effective supervision and training;
- Principles and techniques of theatrical rigging;
- Operation and maintenance of complex theatrical rigging and stage lift systems;
- Technical theater operations including procedures and methods of stagecraft, theater audio, stage management and stage lighting;
- Practices, tools, materials and equipment of the various maintenance trades including carpentry and welding;
- Physical inventory procedures and practices;
- Comprehensive safety procedures for working in a theatrical environment.

Ability to:

- *Review requests for performance spaces and determine necessary equipment and personnel required for staging each event;*
- *Set up and operate complex theatrical equipment;*
- *Coordinate staging needs with directors and production managers from academic departments and community groups;*
- *Maintain and repair staging and rigging equipment and systems used in the Center;*
- *Repetitively lift loads of fifty pounds;*
- *Climb vertical ladders to a height of sixty feet;*
- *Perform tasks requiring a high degree of manual dexterity in standing, sitting and kneeling positions;*
- *Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;*
- *Supervise and plan the work of student and hourly stage crews;*
- *Follow oral and written directions;*
- *Write clear and concise reports.*

Experience and Education:

Increasingly responsible experience in technical theater production activities including lighting design, stagecraft, sound reinforcement and rigging. Associate degree in a related field or a combination of training and experience equivalent to the Associate Degree level.

Licenses and Other Requirements:

Possession of a valid and appropriate California Driver's License.

Employment of selected candidate contingent on passing physical examination.

Recommended candidate for this position will be required to obtain fingerprint clearance prior to beginning employment.