

# **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**SALARY SCHEDULE: A**

**SALARY RANGE: 108**

## **CLASS TITLE: TECHNICIAN, PERFORMING ARTS OPERATIONS**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinate and supervise the safe operations and maintenance of the Performing Arts Center in compliance with established policies and procedures; train and oversee the work of hourly staff and student crews.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Coordinate and supervise the safe operations and maintenance of the Performing Arts Center in compliance with established policies and procedures.

Coordinate requests for audio support for events within the Performing Arts Center, including the scheduling of equipment and personnel.

Train and oversee hourly employees and student crews.

Oversee the proper preparation of performance spaces at the time required; oversee the restoration of performance spaces to normal status following usage.

Serve as the front of house mixer for complex public events in the Performing Arts Center, including productions by the Music Department, Dance Department and community groups.

Oversee the usage, maintenance, repair, cleaning and storage of technical equipment used within the Performing Arts Center with an emphasis on audio and video systems.

Maintain an inventory of audio and video equipment and materials within the Performing Arts Center.

Assist with the layout and installation of sound systems for theater department productions, assist with the preparation of sound effects and music tracks for all College performances; assist the Events Services department and the Broadcast Services department with audio needs for special events on campus.

Operate and maintain complex lighting, sound, video, stage lift and rigging equipment.

#### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

**March 2012**

**Revised by W. Eastham**

Technical theater operations including procedures and methods of stagecraft, sound system design and operation, lighting, stage management, theater rigging and stage lifts.

Practices, tools, materials and equipment of the various maintenance trades (e.g. woodworking, electronics, welding and plumbing).

Physical inventory procedures and practices.

Comprehensive safety procedures for working in a theatrical environment.

Principles and practices of training and providing work direction to others.

Proper lifting techniques.

Oral and written communication skills.

Basic record-keeping techniques.

**ABILITY TO:**

Coordinate and supervise the safe operations and maintenance of the Performing Arts Center in compliance with established policies and procedures.

Review requests for performance spaces and determine necessary equipment and personnel required for each event.

Set up and operate complex theatrical equipment.

Coordinate technical performance needs with directors and production managers from academic departments and community groups.

Maintain a comprehensive inventory of equipment, supplies and materials used in the Center.

Generate accounting information for the use of consumable supplies by College and community groups.

Maintain and repair equipment and systems used in the Center.

Communicate effectively both orally and in writing.

Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

Maintain routine records related to work performed and write clear and concise reports.

Observe health and safety regulations.

Understand and follow oral and written instructions.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: A.S. degree in Theater and three years related theater operations experience, or six years of increasing responsible experience in technical theater production activities including stage management, stagecraft, sound reinforcement, theatrical lighting and rigging.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

Employment contingent upon passing a physical examination.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Theater environment.

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**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate assigned equipment.

Hearing and speaking to exchange information.

Climbing steps and ladders.

Seeing to perform assigned activities.

Standing for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects weighing 50 lbs or more as assigned by position.

Perform tasks requiring a high degree of manual dexterity in standing, sitting and kneeling positions.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

Possible exposure to hazardous electrical equipment, chemicals, fumes and materials.