

## **THEATRICAL AUDIO ENGINEER**

### **DEFINITION**

Under general supervision, plans, organizes, coordinates, and provides oversight for the technical theater support operations at the Performing Arts Center and for other on- and off-campus special events; coordinates technical theater support operations, performs preventative maintenance and repair of equipment and facilities; coordinates assigned activities with other departments, divisions, clients, and community groups; provides technical and specialized assistance to the Director, Technical Services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Technical Services. Exercises technical and functional direction over and provides training to part-time technical support staff and student workers.

### **CLASS CHARACTERISTICS**

This classification has coordination and/or day-to-day operational responsibilities. Incumbents are responsible for overseeing, coordinating, and participating in technical theater support operations to ensure that the Performing Arts Center technical theater services and activities, as well as, other on- and off-campus special events are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting, planning, scheduling, and directing technical theater operations and services in a timely manner, and performing a wide variety of tasks in the operations and activities of the Performing Arts Center. This class is distinguished from the Director, Technical Services in that the latter oversees the entire department, and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Assists clients and user groups with the execution of all theatrical amplification and sound effects, including positioning of microphones and speakers, patching and modulating audio mix, equalization, and amplification.
2. Participates in operating audio equipment, including mixing boards; sets levels and runs cues; assists in fabricating instant simple audio designs for users without an audio designer.
3. Oversees, coordinates, and participates in the day-to-day operations of the technical theater support at the Performing Arts Center and for other on-campus special events; determines sound needs for productions; plans and supervises use of audio and other equipment.
4. Plans, schedules, prioritizes, and assigns technical theater support work; communicates status of activities and services to appropriate personnel, working cooperatively to schedule activities and services in accordance with established and special operational priorities; participates in performing the most complex and

specialized technical theater support work; troubleshoots advanced technical systems throughout the Technical Services Department, including audio, video, and data systems and protocols.

5. Assists in the recruitment and selection of temporary staff and provides recommendations; trains employees in work methods, use of equipment and systems, and relevant safety precautions; prepares weekly and daily schedules; reviews, controls, and evaluates quality of work of temporary staff.
6. Develops and reviews plans and procedures to ensure safety of audiences, theater production participants, and student workers; inspects equipment and facilities for safety.
7. Acts as house technical representative to clients, community groups, departments, and others concerning questions, problems, concerns, and activities in the provision of technical theater operations and services; gives tours to potential renters; orients facility renters to technical characteristics and other areas of facility operations; obtains general show requirements at inception.
8. Operates and maintains a variety of technical equipment, including stage lighting and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.
9. Attends technical rehearsals in order to oversee and assist in the technical aspects of the show.
10. Assists with the preparation and control of production budgets; estimates costs of supplies and materials; obtains quotes from vendors; orders supplies and materials for projects and activities; maintains records of purchase orders; acts as a liaison with vendors; coordinates insurance requirements for rented equipment; assists in developing budget figures for specified areas; monitors expenditures.
11. Monitors and evaluates the effectiveness of the technical theater operations, activities, and community events and recommends improvements or modifications.
12. Responds to requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents.
13. Monitors use of the Performing Arts Center by user groups to ensure a safe environment; assists in enforcing established rules of facility use and participant conduct.
14. Assists with preventative maintenance of tools, equipment, and facilities needed for successful stage productions, as well as, other functions and programs under technical services, such as carpentry tools, painting equipment, control panels, sound equipment, lighting facilities, remote video production equipment, public address system, intercommunication system, temporary scenery walls, special curtains, and props.
15. Designs, builds, and fabricates items for use in the Performing Arts Center, Technical Services Department, and other departments on campus.
16. Provides specialized support to other areas of the Technical Services Department, including ongoing classroom A/V design, installation, and troubleshooting, technical support for the Broadcast Production Truck and facilities, data, networking, and system/task specific training.
17. Provides technical design, installation, support, and maintenance for technical services to other spaces serviced by the department such as the Planetarium, Stadium, Design Technology Center, Student Services, and Founders Hall.

18. Stays abreast of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to District needs; makes recommendations considering budget, installation, training, and operational perspectives.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
21. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
22. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
23. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
24. Prepares and delivers oral presentations related to assigned areas as required.
25. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Digital and analog audio systems.
3. Operation of sound equipment, such as microphones, amplifiers, and loudspeakers.
4. Advanced fundamentals of theater, especially stagecraft and stage operation, including sound and rigging.
5. Stage-set design, floor plans, elevations, and construction.
6. Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
7. Procedures for planning, implementing, and maintaining a variety of technical theater activities through community and patron participation.
8. Operation and maintenance of technical equipment, including control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
9. Occupational hazards and safety equipment and practices related to the work such as pertinent fire regulations and other safety codes.
10. Basic principles of supervision and training of temporary staff.
11. Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area and facilities to which assigned.
12. Basic principles and practices of program administration, including basic budgeting, and purchasing.
13. Principles and practices of basic public relations techniques.
14. Principles and procedures of recordkeeping and report preparation.
15. Business arithmetic and basic statistical techniques.
16. Proper storage and care of equipment and tools.

17. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications.
18. English usage, spelling, vocabulary, grammar, and punctuation.
19. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and faculty and other staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Plan, oversee, coordinate, review, and evaluate technical theater operations and activities.
5. Plan, schedule, assign, and oversee activities of assigned staff.
6. Inspect the work of others and maintain established quality control standards.
7. Train others in proper and safe work procedures.
8. Identify and implement effective course of action to complete assigned work.
9. Plan and prepare technical theater activity schedules, staffing schedules, reports, and other related program materials.
10. Operate a variety of technical theater equipment in safe and effective manner.
11. Perform skilled audio design.
12. Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
13. Read and understand contracts, technical riders, advance sheets, and ground plans.
14. Understand the organization and operation of a theater necessary to assume assigned responsibilities.
15. Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
16. Observe safe work methods and makes appropriate use of related safety equipment as required.
17. Maintain facilities and equipment in a clean, safe, and secure manner.
18. Make accurate business arithmetic and statistical computations.
19. Maintain accurate logs, records, and basic written records of work performed.
20. Follow department policies and procedures related to assigned duties.
21. Operate modern office equipment including computer equipment and software.
22. Organize own work, set priorities, and meet critical time deadlines.
23. Use English effectively to communicate in person, over the telephone, and in writing.
24. Understand scope of authority in making independent decisions.
25. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
26. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to an Associate's degree from a regionally accredited college in drama, stagecraft, or a related field; and
2. Five (5) years of progressively responsible experience in a technical theater production environment with specialized skills in either lighting, sound, and/or stage craft or operation.

OR

1. Equivalent to the completion of twelfth (12<sup>th</sup>) grade; and
2. Seven (7) years of progressively responsible experience in a technical theater production environment with specialized skills in either lighting, sound, and/or stage craft or operation.

**Licenses and Certifications:**

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Depending on assignment may be required to possess:
  - a. OSHA Forklift Operator certification.
  - b. OSHA Scissor Lift Operator certificate.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or theater facility setting and use standard office and/or theater equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate theater equipment, as well as objects, tools, or controls. Incumbents in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; and work at heights requiring the use of fall protection equipment and push and pull drawers open and closed to retrieve equipment and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in a shared office inside an active workshop and classroom space. Access to/from the office space can expose employees to loud noise, fumes and airborne debris. Shared office space also serves as a meeting and break room for part-time employees as well as theater environments and are occasionally exposed to loud noise

levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and heights, sometimes requiring the use of fall protection equipment. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023