

**MT. SAN ANTONIO COLLEGE**

Human Resources

**REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****\*\*This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Lab Technician, TheaterDepartment: TheaterTime (FTE): 47.5 Term (months/year): 10

Work Schedule (Days, Hours): \_\_\_\_\_

Salary Schedule (Range): A-79Background and Rationale (use back of form if additional space is needed): See attached.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-373000-221000-100700-2400 2200100 % Amount \$ 26,609

Account Number(s): \_\_\_\_\_

% Amount \$ 26,038**Funding:** (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding**Duration (if grant/temporary funded):** Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_**Comments:** \_\_\_\_\_**Signatures:**1. Requesting Manager Signature Mack A. Amador01/20/22  
Date2. Division Vice President Signature Kelly M. Fowler1/20/22  
Date3. Chief Compliance/Budget Officer Signature Bob Boice01/24/2022  
Date

4. Human Resources Signature \_\_\_\_\_

Date \_\_\_\_\_

5. Vice President, Human Resources Suchanong1/27/22  
Date☒ Funding available ☐ Funding not available Position Number: CA9415 Contract Number: \_\_\_\_\_**Comments:** \_\_\_\_\_**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO William J. Smoggin2.1.22  
Date

## **LABORATORY TECHNICIAN – THEATER**

### **DEFINITION**

Under general supervision, provides instructional support services for faculty and students; prepares and sets up demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the District's Theater program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Dean, Arts. Exercises technical and functional direction over and provides training to student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in the District's Theater curriculum and programs, equipment, and materials. This position is responsible for assisting students with elements of theater production such as set construction, lighting, and sound.

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

- Assists with and/or oversees students in various work calls for the theater program, especially those related to lighting and set construction.
- Prepares and sets up lighting and scenery for main stage theater department productions.
- Tracks and maintains the theater lighting inventory under the supervision of the shop foreman.
- Oversees student crews in the safe operation of computerized light board, and the installation of light fixtures. Operates and installs multi-parameter fixtures.
- Organizes, arranges, stocks, and distributes materials, equipment, and supplies.
- Operates, demonstrates use and installation of sound equipment including speakers, amplifiers, mixers, and input devices for Theater productions.
- Operates and demonstrates use and installation of lighting fixtures for Theater productions.
- Assists students and faculty in construction of scenic elements requiring welding and carpentry.
- Cleans and maintains theatrical performance venues and equipment; ensures proper storage of shop equipment; ensures shop and work areas are in a clean and orderly condition.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
- Submits work orders for maintenance and repair of equipment and facilities.
- Provides instructional support services for the students and faculty in the Theater program; assists in instructional demonstrations of procedures and techniques for the operation of sound, lighting, and set construction; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Computerized light board systems.
- Temporary lighting installations for theatrical production.
- Methods, techniques, principles, and practices of the construction of theatrical sets, props, and other show elements.
- Practices, processes, and equipment of technical theater support services.
- Operation and maintenance of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Occupational hazards and safety equipment and practices related to the work.
- Applicable Federal, State, and local codes, laws, and regulations.
- Basic mathematical principles.
- Modern office practices, methods, computer equipment and computer software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

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

- Perform stage carpentry and lighting installation.
- Create and maintain a positive learning and working environment.
- Understand the organization and operation of a theater necessary to assume assigned responsibilities.
- Operate a variety of technical theater equipment in safe and effective manner.
- Perform stage carpentry, scenic design, lighting design, and audio design.
- Read and understand contracts, technical riders, advance sheets, light plots, set drawings, and ground plans.
- Observe safe work methods and makes appropriate use of related safety equipment as required.
- Make accurate arithmetic computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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 which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college with major coursework in Theater, or a related field and the equivalent of one (1) full time year of experience working in a theater setting which involved set building, light hanging, light focus, and computerized light board operation.

OR

High School diploma or the equivalent supplemented by college level coursework in Theater or a related field AND the equivalent of two (2) full time years of experience working in technical theater which involved set building, light hanging, light focus, and computerized light board operation.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a theater setting and scene shop; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied equipment related to the assigned program; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees primarily work in a theater setting and scene shop with moderate noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Incumbents may be exposed to confining workspace, and mechanical and/or electrical equipment and machinery. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.