



POSITION DESCRIPTION

Department:	Spanos Theatre
Classification Title:	Performing Arts Technician I
Working Title:	Stage Technician
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

This position is responsible for a variety of technical specialties that provide production support for events in the Theatre. This includes day-to-day operation of the facilities and equipment for events, classrooms or meetings, and event audio-visual support. This position reports directly to the Technical Director and receives general supervision from the crew leader or Technical Director to ensure proper use of technical equipment and to ensure the safety of all involved, by following safety standards, policies and procedures. Work is performed independently on standard assignments in the applicable production support specialty and requires limited technical direction.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

1. Load and unload scenery, lighting and sound equipment, assemble stage sets, hang lighting instruments, and set up sound equipment.
2. Set up and take down tables and chairs for various events. Disassemble, store and load out all equipment and materials used in an event.
3. Operate equipment required for stage use in a smooth, professional manner in real time during rehearsals or performance.
4. Operate computers, light boards, and audio mixers. Run slide and video projectors and operate follow-spots.
5. Hang focus and circuit lighting equipment.
6. Set up, patch and adjust sound equipment. Set up, adjust and operate Video equipment.
7. Hang or assemble scenic devices, truss and speakers.
8. Follow all safety requirements and standards related to stage and set construction, lighting, and stage operation. Ensure safe operation of all aspects of the theatre. Take proper care of tools, materials, and equipment required for proper operation of the theatre's stage and support facilities.
9. Assist with makeup processes; unload, clean and press costumes, dress performers, and construct or reconstruct costumes and related accessories; unload, clean and maintain wigs and hairpieces; unload, set up and maintain stage properties, and construct sets and scenes.
10. Work cooperatively with staff, other departments and artist technical staff. Remain calm, patient, and diplomatic while under production deadlines.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

Required Education, Experience, and Credentials

Education and Experience:

- One year of experience working for a performing arts center, theater, repertory or stock company engaged in the applicable production specialty such as costume construction, stage and set construction, lighting production, and/or sound/audio production. This background normally would be achieved through professional training or applicable college coursework and practical experience.

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

1. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
2. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
3. Thorough knowledge of English grammar, spelling and punctuation.
4. Ability to interpret, communicate and apply policies and procedures.
5. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
6. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
7. Ability to independently perform standard assignments related to the applicable production support specialty.
8. Experience in at least one technical theatre field, or equivalent.
9. General knowledge of methods and problems related to theatrical production.
10. Familiarity with basic stage directions, terminology and theatrical equipment and materials.
11. Working knowledge of design principals and the ability to translate specification, blueprints or drawings into real world solutions. Ability to read lighting and sound plots, stage setups and drawings, rigging and ground plans.
12. Knowledge of maintenance procedures for lighting and/or sound equipment and routine theatre maintenance.
13. Knowledge of stage properties, familiarity with construction of sets and scenes.
14. Knowledge of stage lighting techniques, controls and follow spot use.
15. Knowledge of sound techniques.
16. Knowledge of video production and playback techniques.
17. Knowledge of stage rigging techniques: ability to use and maintain counterweight rigging systems.
18. Knowledge of clothing process, sewing, cleaning, pressing, and steaming. Familiarity with construction and repair of costumes and accessories.
19. General knowledge of carpentry and/or metals and/ or basic electrical theory.
20. Ability to use manual and power tools: general mechanical skills.
21. Basic computer and software knowledge appropriate to the position.
22. Basic level of creativity and ingenuity to create production materials and effects.
23. Ability to follow verbal and written directions/instructions.
24. Working knowledge of safety rules and standards pertaining to backstage theatre work.
25. Ability to perform complex technical set-ups under stress and within pressing deadlines.

Preferred Skills and Experience

- Knowledge of university and theatre infrastructure, policies, and procedures.
- Mechanical aptitude helpful.

- Demonstrated skills in an institutional/educational environment utilizing a customer-orientated and service-centered attitude.

Special Conditions

- Must be able to work varying hours including, daytime, evening, and weekend work, and possibly overtime. Part-time/ intermittent/on call pool. Hours assigned by the technical director.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- Ability to perform regular strenuous manual labor, which requires physical strength, dexterity and endurance.
- Must be able to load/unload trucks; transfer equipment and road cases to designated locations; push/pull/carry/lift and/ or shift scenery and equipment around; climb ladders and stairs to reach overhead or remote areas; lift/move objects weighting 10 to 50 pounds, occasionally 75 pounds; operate line sets to fly scenery; work in potentially adverse conditions, which may include heights, loud noises, large crowds, darkness and/or confined spaces; and adjust hot lights from ladder top, involving reaching and stretching.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: _____
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: _____
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: _____
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: _____
<input type="checkbox"/> COI Position		Classifier Initials: _____
Recruitment Number: _____		Date: _____