

(PD-903) On-call Stage Technician

PD No.:PD-903

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**POSITION INFORMATION**


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**Internal Team:\*** SL-Performing Arts Center - 122900

**Job Code/Employee Classification:\*** Performing Arts Tech 12 Mo  
Job Code: 0840

**MPP Job Code:**

**Position Number:** No position selected.

**CSU Working Title:\*** On-call Stage Technician

**Reports To:\*** Technical Director of the PAC

**Campus:\*** San Luis Obispo

**Division:\*** Administration and Finance

**College/Program:\*** Performing Arts Center

**Department:\*** Performing Arts Center - 122900

**FLSA Status:** Non-Exempt

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**SENSITIVE POSITION**


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**Sensitive Position:**  Yes  No

**Job Summary/Basic Function:\*** This position assists with technical requirements for events in the Center. This involves moving and setting up equipment for events, and any necessary support such as wardrobe, wigs, makeup or props. Duties are performed under the supervision of a Stage Manager or crew leader to ensure proper use of technical equipment and the safety of all involved.

**Minimum Qualifications:\*** Ability to read and write at a level appropriate for the duties of the position; ability to follow verbal and written instructions to ensure safety; ability to perform regular strenuous manual labor; ability to safely move heavy items in excess of 50 pounds.

**Required Qualifications:** Ability to follow verbal and written directions/instructions.

Ability to establish effective working relationships and maintain a positive and productive working atmosphere in a group environment.

Demonstrated knowledge and understanding of safety in the work place and ability and willingness to follow safety rules and practices pertaining to backstage theatre work.

Ability to perform complex technical set-ups under stress and within pressing deadlines.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

**Preferred Qualifications:** Experience performing moving and set-up tasks for events.

Familiarity with theatrical equipment and materials and experience in at least one technical theatre field or audio-visual, or equivalent.

**Special Conditions:**

Ability and willingness to perform regular strenuous manual labor which requires physical strength, dexterity and endurance.

Load/Unload trucks; transfer equipment and roadcases to designated locations.

Push/pull/carry/lift and/or shift scenery and equipment around.

Climb ladders and stairs to reach overhead or remote areas.

Load/unload weights of 17 to 50 lbs, occasionally 75 lbs.

Work in potentially adverse conditions, which may include heights, loud noises, large crowds, darkness and/or confined spaces

Must be able to work varying hours including, daytime, evening, and weekend work, and possibly overtime. Part-Time/Intermittent/on call pool, hours to be assigned by the Technical Office.

Must be willing to travel and attend training programs off-site for occasional professional development.

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.

This position classification has been defined as "Non-exempt" and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

**License / Certification:****Mandated Reporter:\***

Limited - The person holding this position is considered a limited 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, revised July 21, 2017.

**NCAA:**

Yes  No

**Conflict of Interest:\***

None

**Supervises Employees:\***

Yes  No

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**Job Duties**

**JOB DUTIES**

% of time	Duties / Responsibilities	Essential / Marginal
90	<p>Load and unload scenery, lighting and sound equipment, assemble stage sets, hang lighting instruments, set up sound equipment. Set up and take down tables and chairs for various activities. Disassemble, store and load out all equipment and materials used in an event.</p> <p>Assist with makeup processes; OR unload, clean and press costumes; OR unload, clean and maintain wigs and hairpieces; OR unload, set up and maintain stage properties and may construct sets and scenes.</p> <p>Operate any equipment required for stage use in a smooth, professional manner in real time during rehearsal or performance. Operate computers, computer light boards, audio mixers, and run slide and video projectors, follow- spotlights.</p> <p>Hang, focus and circuit lighting equipment. Setup, patch and adjust sound equipment. Setup, adjust and operate video equipment. Hang or assemble scenic devices, truss and loudspeakers. Follow all safety requirements and standards related to stage and set construction, lighting, and stage operation. Ensure safe operation of all aspects of the Center.</p> <p>Take proper care of tools, materials and equipment required for proper operation of the Center's stage and support facilities.</p>	Essential
10	<p>Perform crew chief duties involving supervising stagehands with varying degrees of expertise, making decisions requiring independent interpretation, reasoning and judgment.</p> <p>Work cooperatively with staff, other departments and artist technical staff. Remain calm, patient and diplomatic while under continual production deadlines. Occasionally make temporary electrical hookups as needed for portable equipment.</p> <p>Open and close, set up and supervise use of the PAC, including operating equipment in live performance. Perform as Stage Supervisor for assigned events and enforce all rules and procedures. Run events in a smooth, professional manner. Interface backstage to Front-of-House. Cooperate with artist technical staff and presenter. Responsible for the logistics of a production and the welfare and safety of everyone in the facility.</p> <p>Supervise stagehands with varying degrees of expertise, in hanging lights and setting up sound or scenery. Coordinate scheduling of all crafts as needed. Responsible for crew working assignments and providing appropriate coverage based on production needs. .</p> <p>Use ingenuity and judgment to make decisions; interpret and apply a wide range of policies and procedures to resolve potentially sensitive situations. Manage multiple tasks with constantly changing priorities. Use good judgment, discretion, tact and common sense. Be highly organized. Deal effectively with non-professional performance groups. Make suggestions, especially to local groups, to help implement their production to its fullest.</p> <p>Security, Safety and OSHA compliance. Help maintain the safety of special effects, hanging units, flats and other scenic equipment.</p> <p>Maintenance assignments on facility and equipment. Sweeping and cleaning.</p> <p>Run errands.</p> <p>Perform other job-related duties and special projects as assigned.</p> <p>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</p>	Marginal

**USERS AND APPROVALS**

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