



**West Valley - Mission**

Community College District

---

## CLASS SPECIFICATION

---

### **PERFORMING ARTS PROGRAM TECHNICIAN**

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 64

---

#### **DEFINITION**

To perform technical and functional supervision of a community college theatre facility; to oversee facility rentals; and to train students in a variety of stage production support functions.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Performing Arts Program Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned manager.

#### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Maintain equipment and supplies in the theatre and scene shop; coordinate cleaning, inspection, and repair of instruments and equipment as needed.

Train and direct the work of students in the operation of stage equipment and building of scenery for theatre productions.

Coordinate the performance schedule in two theatres; function as stage manager for music and dance performances.

Schedule and oversee facility rentals; prepare cost estimates for outside organizations using the facility; participate in the management of the facility rental budget.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices, methods and techniques of stage management for a variety of theatre productions.

Technical elements of theatre productions, including lighting, sound and rigging equipment.

Basic scenic carpentry tools and practices.

Safe operation of a variety of theatre equipment.

Instructional principles, practices and methodology.

Methods and techniques of recordkeeping and inventory control.

#### **Ability to:**

Operate and maintain a community college theatre facility.

On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze problem equipment; identify and locate maintenance issues and equipment; read and interpret work assignments and production schedules; remember tasks and daily assignments; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling and fine manipulation; use telephone; write and use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Operate, maintain and demonstrate the use of specialized equipment, devices and instruments used in theatre stage production.

Provide training, guidance and direction to students in a learning lab environment, in the operation of stage equipment and building of scenery for theatre productions.

Maintain a clean and safe lab environment.

Maintain records and prepare reports.

Understand and interpret light and scenic designs; install and focus lights and operate a computer lighting board.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

### **Experience and Education**

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

#### **Experience:**

Two years of responsible stagecraft or technical theatre experience.

#### **Education:**

Equivalent to the completion of an Associate's degree from an accredited college with major coursework in a related field.

*EEO Category: Technical/Paraprofessional*

*Date Approved: July 1, 2017*