



Senior Theatre Arts Technical Support Specialist

Classified Range: 50

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Plans, organizes, designs, and directs all technical aspects of a variety of theatrical, dance, music, and related live events. Including, stage set-up, lighting, sound, rigging, and related production functions; coordinates, schedules, and monitors events held at the campus theatre.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees and coordinates the set up and execution of technical requirements of productions at the auditorium, theatre, and related facilities including lighting, sound, and scenery requirements; prepares lights and sounds for outside venues.
2. Learns and applies emerging technologies, including networking digital media, and cinematography, to perform duties in an efficient, organized, and timely manner.
3. Communicates with users to establish, discuss, or clarify technical requirements of productions.
4. Designs, builds, and repairs sets and scenery for various shows for the Theatre Department.
5. Designs, hangs, focuses, and cues lighting for all productions in the auditorium.
6. Creates sound effects and operates the various mixers and sound equipment.
7. Executes all rigging and flying of curtains, backdrops, and other flown scenery; rigs special scenery used with hang systems.
8. Prepares flyers, posters, and programs for shows; delivers materials to be copied.
9. Procures and maintains inventory of equipment and supplies related to production activities; picks-up materials as needed; monitors assigned budgets.
10. Coordinates with appropriate departments to assure that necessary equipment and personnel are scheduled.
11. Trains and provides work direction to part-time or student workers as assigned; provides advice and guidance on the safe operation and use of tools and equipment; oversees students working in shop and on designated areas required for shows.
12. Oversees personnel in the box office during show nights.
13. Maintains and enforces fire, safety, and health regulations for the protection and safety of facility users and audiences.
14. Performs other duties related to the primary job duties.



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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **



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Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in theatre arts or a related field.

Experience:

- Three (3) years of experience in providing technical theatre support that includes set construction, lighting and sound.

License or Certificate:

- Possession of a valid driver's license.

Equivalency Provision:

In the absence of a Bachelor's degree in theatre arts or a related field, an Associate's degree and five (5) years of experience in providing technical theatre support that includes set construction, lighting and sound is qualifying.



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In the absence of an Associate's degree in theatre arts or a related field, the equivalent of completion of high school and seven (7) years of experience in providing technical theatre support that includes set construction, lighting and sound is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a theatre, stage and shop setting; exposure to noise, dust, grease, smoke fumes, noxious odors, and gases; work at heights on scaffolding and ladders; work around or operate power tools and equipment. Positions may be required to work evenings and weekends. May interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical: Primary functions require sufficient physical ability and mobility to operate a motor vehicle, work in a theatre, stage and shop setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to frequently lift, carry, push, and/or pull light to moderate to heavy amounts of weight up to 50 pounds; to lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to perform medium to heavy physical work; to work in confined spaces and around machines for prolonged periods of time; to climb and descend ladders; to operate assigned equipment and power tools requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.