



Senior Theatre Arts Technical Support Specialist

Classified Range: 50

Board Approved: 2/21/19 P. 1|3

*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

Under direction of the Dean, working with minimal supervision in consultation with department faculty, plan, organize, design, and direct, 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; coordinate, schedule, and monitor events held at the campus theatre.

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 as required related to the primary job duties.

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.



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Knowledge of:

- Methods, equipment, and materials used in the technical operations of theatre productions.
- Technical requirements of theatre productions including lighting, sound, and scenery/set design.
- Methods and techniques of maintaining, installing, and repairing electrical systems and equipment.
- Operational characteristics of maintenance and construction equipment and tools used in the area of assignment including specialized theatre productions equipment.
- Office procedures, methods, and equipment including computers and applicable technology and software applications.
- Computer networking including WAN LAN systems.
- Pertinent federal, state, and local codes, laws, and regulations including safety regulations.
- Occupational hazards and standard safety practices.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of training and providing work direction.

Ability to:

- Read blueprint drawings of stage scenery.
- Operate and maintain a variety of specialized theatre production and stage equipment, including: lighting, sound, and rigging equipment as well as carpentry and electrical tools.
- Work flexible schedule inherent to productions of theatre, music, and dance events.
- Provide technical advice and assistance for the theatre productions including lighting, sound and scenery.
- Interpret and apply applicable federal, state, and local laws, codes and regulations.
- Perform assigned work in accordance with appropriate safety practices, and regulations.
- Operate and maintain a variety of specialized theatre production equipment, including lighting, sound and rigging equipment.
- Train and provide work direction to others.
- Plan and organize work to meet changing priorities and deadlines.
- Work independently in the absence of supervision.
- Understand and follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in theatre arts or a related field. Additional experience may be substituted for formal education on a year-for-year basis.

Experience:

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



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT

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License or Certificate:

- Possession of an appropriate, valid driver's license.

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 lift, carry, push, and/or pull light to moderate amounts of weight; 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. Must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds or heavier weights with assistance or the use of proper equipment.

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.