

THEATRE OPERATIONS TECHNICIAN

DEFINITION

Under general supervision, assist in planning, organizing, and supervising activities for the secondary school theatres; perform a variety of technical and managerial tasks relative to the preparation and production of school and community events; serve as a consultant to all district teachers; direct and supervise theatre assistants during non-performing arts events; maintain all secondary school theatre facilities including but not limited to: lighting equipment, audio equipment, the physical building, and creating maintenance schedules; act as the intermediary between each individual school's performing arts departments and the district maintenance departments to ensure timely and properly executed repairs; day-to-day responsibilities of supporting the technical needs and theatre equipment of secondary school performing arts programs; and do other related work as required.

ESSENTIAL FUNCTIONS

Assist in preparing and maintaining theatre master calendar of events providing clear communication with activities office and performing arts department; approve/deny requests for facility use; calculate estimates for custodial overtime and cost of theatre assistants; provide good communication with individuals/groups who call with facility use questions; coordinate, plan, and manage theatrical and non-theatrical stage production activities; schedule and review activities to ensure work is completed in a timely and appropriate manner; effectively operate lighting and sound equipment; work with certificated theatre teacher to train and lead the student crew in various aspects of production, including sound and lighting design operations and theatre facility maintenance; effectively recommend to site administration the hiring of student theatre assistants assigned to theatre production; supervise theatre assistants to the theatre; oversee work assigned to contractors for maintenance and capital improvements; develop and implement theatre safety standards related to personnel safety and care of equipment; manage house and stage crews for school and community events; provide technical assistance for school and community events; participate on committees that recommend capital outlays for the purpose of enhancing theatre facilities; submit requisitions for approval to administration to acquire or rent equipment for specific events; follow established business practices using the purchase order process (not to include confirming orders without prior permission from administration); advise administration and performing arts department of needs for repairs and/or purchases for school theatres to maintain them as world-class performing arts facilities; serve as a production consultant, and community liaison for production-related events; provide input on fee schedules for outside users that details labor costs (production and custodial) and replacement of consumable items according to Board Policy; ensure that outside groups leave the facility in an acceptable, orderly condition; inventory all supplies and equipment of the theatres and submit an inventory control list on a quarterly or six month basis (depending on facility needs); design and monitor construction of adequate storage systems; in conjunction with administration, develop and administer a yearly operations budget for the theatres based on usage (number of events in the facility, necessary equipment upgrades, safety needs, etc.); may support lighting and sound at other school facilities as needed; other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Techniques that deal with theatrical productions including musicals, plays, and choir and band recitals;
Stage management and scheduling;
Basic electrical theory, sound and lighting effects;
Sound effect techniques;

Safe working practices and procedures;
Safety rules and regulations;
Materials and methods used in maintaining lighting equipment, lighting controls, sound systems and other related electric and electronic theatre equipment;
Operation, maintenance and repair of lighting and sound equipment;
Personal relation skills using tact, patience, and courtesy.

Ability to:

Establish and maintain effective working relationships with those contacted in the course of work;
Communicate effectively in oral and written form, particularly with adolescent students;
Understand and carry out oral and written directions;
Work independently with little direction;
Analyze situations accurately and adopt an effective course of action;
Maintain records and prepare reports;
Meet schedules and timelines;
Perform the job functions in the job description;
Perform general custodial, maintenance, and grounds work in the maintenance of the auditorium and surrounding areas;
Train and work with student assistants;
Plan and organize work;
Relate effectively with racially and ethnically diverse staff, students, and community;
Work flex schedule as needed to support productions/programs, etc.

EDUCATION AND EXPERIENCE

Education and Special Requirements:

Equivalent to the completion of the twelfth grade required. Bachelor's degree in theatre related production and/or management desirable.

Experience:

Minimum five successful years of experience working in theatrical production/theatre management.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting, carrying, pushing and/or pulling of objects and theatre equipment weighing up to 100 pounds with frequent lifting of objects that weigh up to 50 pounds; physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools; ability to bend, stoop, grasp and reach; ability to stand for extended periods of time.

Working Conditions:

Duties will require individual to use a personal vehicle to travel to and from various school sites throughout the district.

Pre-placement Physical: Class I