

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PERFORMING ARTS CENTER TECHNICAL LEAD

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Auxiliary Services Director, plans, schedules, organizes, and coordinates the facility operations of the Performing Arts Center (PAC) to include facility rental and event technical operations for both community and VVC events.

DISTINGUISHING CHARACTERISTICS:

Performing Arts Center Technical Lead will provide the technical support and direction for multiple PAC functions and events. Performing Arts Center Technical Lead will provide a variety of technical and administrative tasks including budgeting assistance and event and facilities coordination in support of the Auxiliary Services Director.

REPRESENTATIVE DUTIES:

Serve as a technical lead for PAC operations and events to determine, advise and coordinate the necessary technical support, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates. *E*

Plan, organize, and schedule the master calendar of events in PAC for community and VVC events and coordinate daily operations. *E*

Provide work direction, scheduling, and training on safe operations of technical equipment for staff and instructors including technical specialists, hourly workers, and student workers. *E*

Assist and advise the Auxiliary Services Director with employee time sheet accuracy verification, and staffing needs. *E*

Advise clients on the costs and labor required to implement the technical specifications for events. *E*

Coordinates the necessary technical support for day to day operations; ensure proper and safe maintenance and operating conditions of all PAC equipment for full operational conditions. *E*

Schedule and coordinate technical personnel for all events in PAC to ensure safe operations in fulfilling the technical requirements of performances. *E*

Prepare and maintain a variety of records and reports including but not limited to hiring forms, injury prevention plans, technical riders, purchase and inventory updates, hourly worker and technical specialist schedules, diagrams, manuals, facility guidelines and safety reports. *E*

Assist the Auxiliary Services Director with budgets associated with the Performing Arts Center that include hourly workers, supplies, repair contracts, services, software and equipment. *E*

Operate a variety of technical equipment and tools to include but not limited to digital and analog sound consoles, a variety of lighting consoles, which may include DMX devices, DSP devices, recording and playback equipment, computers, testing equipment, hoists and lifts, single purchase counterweight fly system, video projection, pneumatic, power and hand tools. *E*

Provide sound and lighting designs for Theater Arts, Kinesiology and Music Programs as needed. *E*

Prepare the PAC for performances that may include hanging and focusing of lights, preparing microphones and speakers, preparing and programming lighting consoles, preparing and prepping audio consoles, setting up risers, sets, rigging, and any other special needs for a production or event. *E*

Design, install and maintain audio, visual, lighting, electrical distribution and rigging systems. *E*

Schedule duties to Technical Specialists and student or hourly workers related to installation and maintenance of PAC systems. *E*

Develop short and long-term plans for the operation and uses of the PAC and connecting facilities. *E*

Research, discuss, recommend and purchase new technologies for the continued forward movement in entertainment technologies for the working and educational benefit of the facility, students, and community. *E*

Assist the Executive Director of Facilities with preparation of bids and RFPs for large equipment purchases for the PAC. *E*

Troubleshoot and repair equipment as on ongoing project for continued usage. *E*

Work with other departments in the updating of technical and promotional material including web pages and print material. *E*

Serve as after-hours point of contact for technical issues surrounding events scheduled in the PAC. *E*

Perform emergency repairs to enable the continuation of scheduled events and programs.

Perform other job duties as reasonably related to job description as needed or assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and methods of stage, lighting, sound, rigging, video and communications design, installation, preparation and operation for theatrical, dance, and music or related performances.

Principles and practices of sound reinforcement, acoustics and equalization.

Principles and practices of lighting design, installation and operation.

Knowledge of ETC family stage lighting control systems including the ETC ION console.

Knowledge of Yamaha PM5, M7CL and LS9 audio consoles and Sound Web control systems.

Policies and objectives of assigned program and activities.

Design, operation and maintenance of technical lighting, sound, and video equipment and systems.

Stage equipment and carpentry including rigging, flats, stage bracing and platforms.

Principles of stage management and backstage operations coordination.

Operation of computer workstations and various software applications, including Word, Excel, Powerpoint, Vectorworks, CAD software or similar programs.

Principles of training and providing work direction.

Applicable electrical codes, ADA requirements, building codes and fire regulations.

Safety precautions and procedures in the theatrical trade.

Basic research methods.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic first aid and CPR.

Basic office skills.

ABILITY TO:

Analyze, prioritize and provide technical guidance and input into the technical operation of the PAC.

Coordinate technical requirements of productions with event representatives.

Plan, organize and schedule the use of technical and non-technical equipment used in a theatrical setting such as lighting, sound and stage equipment.

Coordinate, schedule and direct work of appropriate staff based on the needs of the college or organization utilizing the PAC.

Perform technical design, installation and maintenance of lighting, sound and other technical systems for the PAC.

Research and requisition equipment and supplies according to established procedures.

Perform maintenance and repair of equipment including electronic and electrical equipment.

Assist in the preparation of budgets and documents for short and long-term facility planning and equipment procurement.

Assure safe and proper operation of all production equipment.

Apply and enforce legal requirements of the Americans with Disabilities Act, OSHA, and fire safety laws as it applies to the facility and access.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Design, construct, and operate specialized stage and theater equipment.

Fabricate structures with wood, metal, fabric and plastics and other materials.

Maintain records related to assigned duties.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree with course work in technical theatre/technical direction, lighting design, production management, electronics or sound and lighting systems and four to five years increasingly responsible and related technical theater and entertainment production experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoor Environment:

While performing the duties of this job, the employee is regularly required to lift, carry, push or pull objects weighing 50 pounds or more. Position requires dexterity of hands and fingers to operate a variety of hand and power tools, climbing stairs and ladders, working at heights on scaffolding, hoist lifts, or catwalks, and in cramped or restrictive work chambers, stooping, crawling, twisting/turning, reaching overhead, above the

shoulders and horizontally, standing for extended periods of time, speaking to communicate with students, novices and professionals, and seeing to observe the proper performance of individuals and the placement of equipment. While performing the duties of this job the noise level in the work environment is usually moderate to loud.

Incumbents are exposed to high voltage, paint fumes, chemical solvents, theatrical effects which may include strobe lights, and stage smoke. Must be able to maintain irregular and extended working hours.

Performing Arts Center environment; subject to large unruly audiences or individuals.