

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PERFORMING ARTS CENTER TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Performing Arts and Development, coordinate the technical operation of the Performing Arts Center (PAC) such as stage, sound, lighting and communications design; coordinate or assist with the coordination of productions with event representatives in order to prepare for facility requirements; train and provide work direction to student workers and assist with performance evaluation; provide equipment maintenance for full technical operations abilities.

REPRESENTATIVE DUTIES:

Serve as a technical director for PAC facility operations, events and performances; perform technical design, installation and maintenance of lighting, sound and communications systems; inspect and perform equipment and system maintenance and refurbishing as needed. *E*

Provide technical guidance and input into the technical operation of the PAC Center; confer with users for technical requirements and recommend alternatives as necessary. *E*

Coordinate or assist with the coordination of productions with event representatives in order to prepare for facilities requirements; ensure lighting, sound, stage and other technical requirements of production can be met by the PAC Center. *E*

Prepare PAC Center for performances, setting and focusing lights, setting up the sound system and stage sets; program lighting computer to ensure proper timing of lights. *E*

Maintain and repair Center equipment; replace lights and electrical cable; perform repair of electronic and electrical equipment using electrical testing equipment; ensure safe and proper operation of electrical equipment, cables and other related equipment. *E*

Prepare and maintain a variety of records and reports such as inventory updates, supply orders, performance reports, technical schedules, wiring diagrams and safety reports. *E*

Operate a variety of technical equipment and tools, including digital and analog audio equipment, mixing console, signal processing devices, recording equipment, computer control board for lighting, electronic testing equipment, soldering equipment, stage rigging, pneumatic lift, audio-visual equipment, and hand and power tools. *E*

Research and discuss new equipment acquisitions for the PAC Center with appropriate personnel. *E*

Communicate with Theater Arts Department staff to coordinate productions, student

workers and other issues related to the PAC Center operations. *E*

Train and provide work direction to student workers and other theater workers; prepare work schedules and assist with the performance evaluation of assigned student workers. *E*

Participate on campus committees; attend various meetings on and off campus; make recommendations regarding building expansion and use.

Maintain inventory and order supplies and equipment as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and methods of stage, lighting, sound and communications design, installation and preparation for theatrical or related performances.

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

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

Principles of backstage operations coordination.

Computerized and manual stage lighting control systems; projection systems.

Operation of personal computer and various software applications, including word processing, DOS, and CAD software.

Principles of training and providing work direction.

National Electrical Code, the ADA, OSHA standards and regulations, and Injury Prevention Plans laws and requirements.

Safety precautions and procedures in the theatrical trade.

Basic research methods.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Oral and written communication skills.

Basic first aid and CPR.

Basic office skills.

ABILITY TO:

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

Provide technical guidance and input into the technical operation of the PAC Center.

Coordinate or assist with the coordination of productions with event representatives.

Fabricate structures with wood, metal and plastics.

Train, schedule and provide work direction to student workers.

Assemble and dismantle stage sets.

Perform repair of electronic and electrical equipment using electrical testing equipment.
Ensure safe and proper operation of electrical equipment, cables and other related equipment.
Safely operate and maintain technical theatre tools and equipment.
Design and construct specialized stage and theater equipment.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Effectively work with large crowds and young children.
Maintain routine records.
Understand and follow oral and written directions.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree with coursework in Technical Theatre or Electronics with course work in sound and lighting systems and components, electrical code and OSHA and two years of responsible and related technical theater and 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, and seeing to observe the proper performance of students and the placement of stage sets. 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 for electrical contacts and contact with abusive individuals.

Performing Arts Center environment; subject to large unruly audiences.