



Approved by the Board of Trustees on September 12, 2023  
FLSA: Non-Exempt

## **PERFORMING ARTS CENTER TECHNICAL SPECIALIST**

### **DEFINITION**

Under general supervision provides specialized technical support for the Performing Arts Center's (PAC) technical operations, including audio, lighting, and stage carpentry; assists with the preparation and coordination of events and productions; performs preventative maintenance and repair of equipment and facilities; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing technical duties in support of the Performing Arts Center. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Performing Arts Coordinator in that the latter coordinates and oversees theater support operations and provides technical and functional direction over lower-level staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Operates and maintains a variety of specialized technical equipment and systems, including stage lighting and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.
- Assists with the coordination of productions and events; prepares PAC facilities according to user needs; ensures user technical requirements can be met by the PAC and recommends alternatives as necessary.
- Performs preventative maintenance of tools, equipment, and facilities needed for successful stage productions and events; tools and equipment include, but are not limited to those used for carpentry, painting, control panels, sound, lighting, remote video production, public address and intercommunication systems, temporary scenery walls, special curtains, and props.
- Performs technical design, installation, troubleshooting and maintenance of lighting, sound, communication, multimedia, and rigging systems and provides technical guidance related to these systems for the PAC; inspects and performs equipment and system maintenance and refurbishing as needed; inspects for, and corrects, safety hazards.
- Researches, discusses, and recommends new equipment and other purchase for the PAC; submits requisitions to appropriate personnel for approval and authorization.
- Prepares and maintains a variety of records and reports including but not limited to performance and safety reports, inventory updates, diagrams, manuals, and lighting and sound plots.  
Trains and provides work direction to student and hourly workers; assists with the preparation of work schedules and provides feedback related to employee performance.
- Stays abreast of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to District needs.

- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Fundamentals of theater production, stage management, and backstage operations.
- Principles, practices, methods, techniques, procedures, and service delivery needs related to technical theater operations and services.
- Design, operation, and maintenance of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight systems, stage draperies, and scenery.
- Procedures for planning, implementing, and maintaining a variety of technical theater activities in collaboration with the community and patrons.
- Principles, practices, and methods to construct, erect, and place various types of stage sets, backdrops, and props.
- District and mandated safety rules, regulations, and protocols.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards, and safety practices related to the work such as pertinent fire regulations and other building safety codes.
- Principles and procedures of recordkeeping.
- Principles and practices of report preparation.
- Business arithmetic.
- Proper storage and care of equipment and tools.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform technical design, installation, troubleshooting, and maintenance of lighting, sound and other technical systems.
- Plan and prepare technical theater activity schedules, staffing schedules, reports, and other related program materials.
- Operate a variety of technical theater equipment in safe and effective manner.
- Perform skilled stage carpentry, scenic design, lighting design, and/or audio design.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Read and understand contracts, technical riders, advance sheets, light plots, mic plots, set drawings, and ground plans.
- Understand the organization and operation of a theater necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Observe safe work methods and make appropriate use of related safety equipment as required.

- Maintain facilities and equipment in a clean, safe, and secure manner.
- Make accurate business mathematic computations.
- Maintain accurate logs, records, and basic written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to an associate degree with major coursework in technical theatre production, staging, lighting design, electronics, sound systems, or a closely related field.

Experience:

- Two (2) years increasingly responsible experience in technical theater production with specialized skills in either lighting, sounds, stage craft, or backstage operations.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or theater facility setting and use standard office and/or theater equipment including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as objects, tools, and controls. Positions in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in theater activities; and push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in a theater environment and are exposed to loud noise levels, cold and/or hot temperatures, vibration, confining and high workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.