



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Theatre Technician	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	30	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Dean of Arts, Communications and Social Sciences or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of responsible and highly technical functions in support of theatre events and productions; to assist in the coordination of technical theatre services for users; and to maintain the theatre, related areas, and equipment in proper operating condition. Employees in this classification receive limited supervision within a framework of standard policies and procedures and may train, supervise, and oversee the work of student stagehands and workers. This job class exercises responsibility for providing and coordinating technical theatre services related to theatre sound and lighting systems, stage preparation and set-up activities, etc.; and requires a thorough knowledge of theatre production, maintenance methods and techniques.

TYPICAL DUTIES

- Provides and coordinates technical theatre services related to theatre productions and events.
- Processes theatre use requests.
- Prepares stage diagrams for lighting, sound, and sets in conjunction with instructor.
- Prepares theatre and stage for rehearsals and performances.
- Coordinates technical backstage and shop work.
- Trains, directs, supervises, and oversees the work of students serving on stage crews.
- Arranges necessary construction, stage work, rigging, sound, and lighting.

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- Provides technical supervision for rehearsal/productions serving as Stage Manager.
- Maintains a production schedule and ensures that all deadlines are met.
- Sets the stage for concerts and other programs.
- Assists in the design, placement, and operation of sound and lighting systems; maintains sound/lighting systems as needed.
- Reads and interprets theatre scripts for technical production requirements.
- Maintains and repairs shop and theatre equipment; inventories and requisitions supplies, parts, and equipment.
- Maintains labor and material records.
- Performs general cleaning and maintenance of stage surface and off stage space.
- Observes and enforces all fire, health, and safety regulations in all theatre facilities.
- Provides security and security procedures for the theatre building.
- Provides video and sound recording and editing.
- Performs other related duties similar in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Techniques of stage preparation for the theatrical or related performances.
- Methods, techniques and equipment used in wood, plastic and metal fabrication for specialized theatrical application.
- Stage equipment, including flying rigging, flats, stage bracing and platforms.
- Stage lighting/sound equipment and their applications.
- Backstage operations coordination.
- Manual and power shop tools.

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- Electrical control systems and related components.
- Basic drafting and mathematics.
- Record keeping and inventory methods.
- Proper methods, materials, tools, and equipment used in the technical theatre trade.
- Appropriate safety precautions and procedures.

Ability to:

- Assist in selecting and supervising student assistants for backstage support.
- Assemble and dismantle stage sets.
- Order supplies.
- Operate and maintain the tools and equipment of the technical theatre trade skillfully and safely to include sound and lighting systems.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

QUALIFICATIONS*Education/Experience Preferred:*

- Three years of practical experience in theatre operation, stage management, rigging, set design, technical production, general theatre operation, lighting, sound, and set construction.
- College courses in technical theatre desirable.

Possession of:

- A valid and appropriate California Driver's License.

Physical Requirements:

- Lift 15-20 pounds over head working on a lift.
- Lift 70 pounds squatting and kneeling.
- Climb Ladders.

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- Push and pull 100 pounds.
- Good hearing and vision.

APPROVALS

Date Created/Revised: Pre 2002 / 3-23-2016

Cabinet Reviewed: 3-23-2016

Board Approved: 8-10-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)