

TITLE: THEATER OPERATIONS TECHNICIAN

QUALIFICATIONS

Knowledge of

1. Techniques that deal with theatrical productions including musicals, plays, choir, and band recitals.
2. Stage management and scheduling.
3. Types and uses of lighting, sound, and other stage equipment.
4. Basic electrical theory, sound and lighting effects.
5. Sound effect techniques.
6. Materials, tools, methods, and equipment used in maintaining and operating the Performing Arts Building.
7. Basic English usage, writing, and math.
8. Safe working practices and procedures.
9. Safety rules and regulations for this position.

Ability to

1. Keep records and make reports.
2. Perform mathematical calculations using addition, subtraction, multiplication, and division.
3. Troubleshoot (test and check) assigned equipment.
4. Use computers to enter orders into work order system.
5. Maintain work schedules in performing tasks.
6. Present and maintain a pleasant appearance and demeanor.
7. Understand and carry out verbal and written instructions.
8. Work successfully with diverse groups of people.
9. Apply general policies and procedures to specific situations.
10. Perform the job functions in the job description.
11. Be a productive and active team member.
12. Learn and follow the operations, procedures, policies, and requirements of assignment.
13. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to completion of the twelfth (12th) grade.
2. One (1) year of experience in the field of technical theater arts; or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. Good work history and attendance.

REPORTS TO: Assigned Administrator

JOB GOAL: To work with the high school administration and district's civic center staff to coordinate use, operations, and maintenance of the Performing Arts Center. Coordinates with Operations Department to be on-site and/or assist in training civic center employees for civic center events.

ESSENTIAL FUNCTIONS

1. Oversees civic center organizations using the Performing Arts Center.
2. Maintains stage equipment.
3. Keeps a record of facility use including a pre-and post-check off form that clients sign upon agreement.
4. Oversees the use of all equipment during set-up, run, and strike for all productions.
5. Provides stage lighting and sound capability for district events and clients whose production needs are minimal.
6. Oversees all site groups using the theater, including teachers and students.
7. Ensures that all equipment and materials are properly used, stored, maintained, and inventoried.
8. Inspects the facility after a function ends to ensure it is in a clean, sanitary, safe, and orderly state for following activities.
9. Follows District policies and procedures.
10. Establishes and maintains effective rapport with those contacted in the performance of required duties to achieve identified goals.
11. Knows and understands the Mission and Core Values of the district.
12. Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Orders, receives, stores, and distributes supplies.
2. Checks and tests new equipment for proper operation before installing.
3. Maintains records of pending and completed performing arts activities; prepares written and oral reports as required.
4. Performs preventive maintenance on assigned district equipment.
5. Performs minor corrective maintenance and cleaning tasks.
6. Participates in district in-service training as required.

SPECIAL REQUIREMENTS

1. Must use safety equipment designated for this position.
2. Good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting.
3. Must be willing to work a flexible schedule, including weekends and holidays.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and instructions, the display screen of various equipment and machines, and schematics.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to work at various elevated heights on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
18. Able to work in restricted spaces in a safe and effective manner.
19. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
20. Able to operate a variety of powered and manual equipment commonly found in custodial services in a safe and effective manner.

TERMS OF EMPLOYMENT: Ten-, Eleven-, or Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will give the evaluation.

Approved by: Board of Education Date: December 3, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**