

San Diego Community College District

NANC JOB DESCRIPTION

Title: Theatre Assistant

Unit: Non-Academic/Non-Classified Service

Page: 1 of 1

Job Code: N1830

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor or instructor, assist in the operation of a theater and construction of sets; operate and maintain lights and sound equipment; provide work direction to students and volunteers.

DESIRABLE QUALIFICATIONS:

Knowledge of basic principles of stage production, carpentry, painting, rigging, lighting, and audio installations; operation and use of computers and basic software applications necessary for area of specialty; and record-keeping techniques. Ability to operate hand and power tools; maintain, clean, and repair equipment and tools; follow oral and written directions; communicate effectively both orally and in writing; and establish and establish and maintain effective working relationships. Experience and training in set construction, theater operations, and maintenance of stage equipment and materials.

TYPICAL DUTIES INCLUDE:

- Maintain, clean, and repair equipment and tools for scenery, lighting, and sound labs.
- Assist in the design of sets and props.
- Assist in rigging for lighting and sound and construction of stage scenery.
- Inventory tools, lighting equipment and lamps, lumber stock, hardware, and paints
- Maintain files and records.
- Direct theater students and volunteers in the safe operation and use of the theater, its tools, and equipment.
- Assist with box office duties, including cash security and ticket printing.
- Perform duties related to audience hospitality, including ticket taking and concessions.