

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Theatre Technician

Unit: Maintenance & Operations

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Job Code: E1368
Original Date: 08/1983
Last Revision: 02/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 25

DEFINITION

Under the direction of an assigned supervisor, manager, or instructor, direct, coordinate, and participate in the effective operation of a theater; oversee and participate in the construction of sets; operate and maintain lights and sound equipment and provide work direction and guidance to students and subordinates; design, oversee, and participate in the lighting of theater presentations and perform routine office duties.

EXAMPLE OF DUTIES

1. Provide oversight to students and staff in the safe operation and use of the theater, its tools, and equipment.
2. Maintain, clean, and repair equipment and tools for scenery, lighting, and sound labs.
3. Participate in the design and fabrication of sets and props.
4. Coordinate and participate in rigging for lighting, sound, and construction of stage scenery; oversee use of hand and power tools; organize work crews. Coordinate and participate as needed in video production.
5. Recommend stage equipment and supplies to be ordered; obtain quotes and requisition items; maintain contact with theater supply firms; pick up equipment and supplies when necessary.
6. Coordinate use of theater facilities for instructional and campus-related activities; schedule rehearsals; open theater for events; secure theater at the end of events.
7. Inventory tools, lighting equipment and lamps, lumber stock, hardware, and paints; maintain inventory and cost control records of materials and equipment.
8. Perform clerical duties, including word processing and document duplication; develop and create advertising through both computer distribution lists and print copy formats; assist in developing and maintaining marketing and advertising plans; develop, track, and maintain both email and print theater patron lists; develop and track master plan documents and requests.
9. Maintain and enforce fire, safety, and health regulations.
10. Provide technical assistance to the faculty and administration.
11. Maintain and track department budget records; generate and track department requisitions.
12. May assist in teaching lighting and scenic theory and design.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Basic principles and theory of stage production.
Basic stage carpentry, painting, rigging, lighting, and audio installations.

Fire, safety, and health regulations.
Lighting and sound design.
Operation and use of computers and basic software applications necessary for area of specialty.
Oral and written communications skills.
Record-keeping techniques.

Skills and Abilities:

Communicate effectively both orally and in writing.
Construct sets and props from working plans.
Establish and maintain effective working relationships with others.
Maintain files and financial records.
Maintain records and files of stage and equipment and property.
Operate computers and basic software applications necessary for area of specialty.
Operate and make repairs and adjustments to stage equipment.
Operate hand and power tools.
Perform basic stage carpentry, painting, rigging, lighting, and audio installations.
Plan, train, and provide work direction to others in the operation, use, construction, and maintenance of stage properties and equipment.
Understand and follow oral and written directions.

Training and Experience:

Any combination of training and experience equivalent to: two years of experience in the operation and maintenance of stage equipment, materials, construction, rigging, lighting, and sound with some experience in an office environment and working in the technical aspects of theatre production.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category I

Environment:

May include less desirable extremes.