

TITLE: Theater Technician**DEPARTMENT:** High School Education**REPORTS TO:** Theatre Manager or Building Principal

POSITION SUMMARY: Under the supervision of the Theatre Manager, the Theatre Technician is responsible to perform a variety of technical theatre support tasks in their specialty area in the high school performing arts centers and theaters.

ESSENTIAL FUNCTIONS:

- Set up, operate, troubleshoot and strike technical systems for events in the performing arts centers (PACs) or the theaters, including the lighting system, sound system, scenery and rigging system, and audio/visual system.
- Possess and use knowledge of stage set development, placement and use and lighting effects.
- Demonstrate effective communication with a variety of stakeholders for the purpose of event and production management.
- Interacts constructively with students, other administrators and staff, and the greater community
- Respond in a timely and proactive manner to inquiries and requests that come from stakeholders via verbal, written, or electronic means.
- Operate all systems in compliance with District safety guidelines, performing arts and event safety considerations and appropriate certifications.
- Possess knowledge of and certification as appropriate for the appropriate operation of electrically and manually-operated stage, lighting and sound equipment.
- Possess the ability to work on theatre catwalks or under stages.
- Maintain as current knowledge, skills, and systems per industry standards.
- Use power equipment and hand tools as appropriate to the position and in accordance with appropriate safety gear and within safety guidelines.
- Bring to the attention of the Theater Manager or appropriate District staff any safety or maintenance concerns or needs.
- Serve as an appropriate role model for student technical crews and production teams.
- Work cooperatively and collaboratively with the Theater Manager, District staff, student technical crews, and community stakeholders in the production of theater and stage productions and events in the PACs.
- Maintain in a clean and orderly condition the stage, backstage areas, scene shop, assigned classrooms, catwalk, booth and other related areas in the PACs.
- Must be able to work with power, computerized and hand tools specific to the craft.
- Knowledge and implementation of and compliance with building and fire code regulations.
- Use technology to provide challenging instruction to coaches and students of all learning levels
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Responsibilities: Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is a continual opportunity to impact the organization's services.

Working Environment: The usual and customary methods of performing the job's functions require the following physical demands: regular lifting, carrying, pushing, and/or pulling of equipment, material, and objects of approximately 40 pounds; stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Ability to climb ladders while carrying equipment, operate a man lift, and work at heights.

EDUCATION: High School Diploma or equivalent. AA or Bachelors of Arts degree preferred.

EXPERIENCE: Three (3) years of technical theatre experience preferred. Experience in managing large events. Specialized experience in, and knowledge of, one of the following technical theatre areas of expertise: Lighting. Sound and audio/visual. Scenery and rigging. Further the successful candidate will possess:

- Ability to work independently, take initiative, organize projects and details, meet deadlines, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to work with and exercise sensitivity in dealing with a diversity of individuals and groups;
- Ability to perform in a flexible manner in regard to last-minute changes with on-the-job tasks
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate applicant and employee issues; and

CERTIFICATES & LICENSES: CPR/AED/First Aid Certificate (may be required). Certification for fly system safety and management or ability to obtain within three (3) months of hire. Possess or obtain within three (3) months of hire certification for operating man lifts. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION AND TRAINING: That which is required to be effective in the position and to maintain certification.

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Temporary non-exempt

BARGAINING UNIT: Unrepresented

WORK HOURS: No specific guarantee of work is offered. Benefits are not available. Applicants must be at least 21 years of age. Part time, temporary work scheduled as needed to support PAC’s events. Hours will vary, however most calls start after 2:30pm. Must be available to start work at 2:30pm, but sometimes as early as 6:30am, daytime hours, and evenings and weekends, and attend crew meetings as needed. The number of hours that will be worked are dependent upon the number and length of events at the PACs and the expertise and number of theatre technicians required.

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date