

CITY OF SIMI VALLEY

THEATER TECHNICIAN I/II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Theater Technician I) or direction (Theater Technician II), plans, organizes, and performs technical and clerical support activities for the Cultural Arts Center. Assists in the safe operation and maintenance of theater sound, lighting, rigging, and related equipment and systems used in support of stage productions, meetings, and related events; assists with a variety of clerical office duties, including data entry and ticket sales; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Theater Technician I – This is the entry-level class in the Theater Technician series performing semi-skilled technical and clerical duties in support of theater operations. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Theater Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Theater Technician II – This is the journey-level class within the Theater Technician series performing skilled technical duties in support of theater operations with only occasional instruction or assistance. Positions at this level are distinguished from the Theater Technician I level by the performance of the full range of duties as assigned and the independent use of judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the Cultural Arts Center. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Theater Technician II level are normally filled by advancement from the Theater Technician I level.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize and implement the maintenance and operation of performance-related equipment at the Cultural Arts Center including lights and lighting control panels, sound equipment, microphones, sound boards, speakers, special effects equipment and other technical systems used during performances and rehearsals.
2. Program sound equipment, lighting equipment, and other technical systems in advance of performances and productions; troubleshoot and resolve problems with production equipment.
3. Coordinate with production company staff on sets, props, costume delivery and set-up; assist in the installation and set-up of props and sets.
4. Monitor the condition of equipment, including lighting, sound, and rigging equipment; notify supervisor of the need to repair and replacement equipment.
5. Utilize proper safety practices and procedures.

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6. Maintain a variety of files and records; enter and retrieve information from a computer; assist with ticket sales and other Box Office clerical functions.
7. Perform related duties as required.

In addition to the above job duties, Theater Technician II incumbents may perform the following duties:

8. Train, monitor, and oversee the work of temporary and volunteer theater personnel in the safe operation of theater equipment during rehearsals and performances.
9. Serve as technical representative for groups using the facilities; coordinate with production companies and other organizations using the facility to determine technical requirements.
10. Coordinate the repair and replacement of theater production equipment, including lighting and sound equipment, special effects equipment, computers, and related equipment and electronics.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics and techniques used in theater production sound and lighting equipment.
Operations, services and activities of technical operations of theatre programs.
Principles, methods, materials, equipment and tools used in technical operations.
Principles and practices of theatre sound engineering.
Principles and practices of stage lighting.
Methods and techniques in maintaining, installing, and repairing electrical and mechanical equipment used in stage productions.
Principles and practices of theatre stage rigging.
Set and scenery design and construction.
Theater pre-performance, performance, and post-performance activities.
Basic principles of operational characteristics of computer hardware and software.
Office procedures, methods, and equipment, including computers and applicable software applications.
Occupational hazards and standard safety practices and procedures.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Ensure the safe technical operations of the Cultural Arts Center.
Operate and maintain equipment, materials, tools, and supplies used in technical production and set design.
Evaluate equipment needs and notify supervisor of need to repair or replace equipment.
Troubleshoot theater equipment and computer problems.
Utilize standard office equipment including computers and related software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by coursework or training in theater operations, performing arts, or a related field.

Experience:

Theater Technician I: Some experience working in a theatrical environment is desirable.

Theater Technician II: Two years experience performing technical operations in a performing arts facility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office, theater, and stage environment; exposure to noise, dust and electrical energy; work with machinery; work at heights on scaffolding and ladders.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding technical duties; walk, stand or sit for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

Established: February 2009