

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Theater Technician	Range:	41
Date Revised:		Date Approved:	April 8, 2003

### PRIMARY PURPOSE

Assisting in the organization of the technical aspects of college theatre productions providing technical assistance, and coordinating the maintenance of theatre, facilities and equipment.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Designs and participates in the set construction and rigging as directed; prepares and controls stage lighting and sound systems as directed.
2.	Assists with the coordination of theater facilities usage; participates in planning meetings and rehearsals for theatre productions and other events for campus and off-campus organizations.
3.	Oversees the use of hand and power tools and equipment; assures the safe use and security of all tools, lighting and sound equipment.
4.	Provides technical assistance and directs the work of theater students and student technicians in the safe operation and use of theater, tools and equipment.
5.	Recommends stage equipment and supplies to be ordered; picks up equipment and supplies when necessary; assists in the development of theater and production budgets as required.
6.	Stores, receives, issues and maintains various tools, lighting and sound equipment, construction materials and supplies; maintains inventory and control records.
7.	Assists instructional staff with the coordination of laboratory training procedures; assists student crews to assure the development of students in the technical areas.
8.	Maintains and enforces fire, safety and health regulations.
9.	Operates a variety of woodworking tools, lighting equipment and sound equipment used in the technical operation of the theater; maintains tools and equipment in proper working condition.
10.	Schedules, trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Performs related duties as assigned.

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## OTHER FUNCTIONS

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## WORKING RELATIONSHIPS

The Theater Technician maintains frequent contact with various departments and personnel, and outside vendors.

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## EDUCATION AND EXPERIENCE

### Minimum Qualifications

High school diploma or GED

Minimum two (2) years of technical theater instruction in a college or professional theater program including experience involving set construction, design and operation and maintenance of stage equipment and materials

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the basic principles and philosophies of stage productions

Knowledge of stage operations including lighting, sound, rigging, and set construction

Knowledge of methods, equipment, materials and terminology used in theatre production management

Knowledge of stage carpentry, painting and electrical work

Knowledge and operation of sound equipment such as microphones, amplifiers and loudspeakers

Knowledge and application of fire regulations and other safety codes

Knowledge of the proper storage and maintenance of equipment and tools

Ability to coordinate and provide technical direction for theater productions

Ability to oversee and participate in performance preparation activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships with others

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## SPECIAL REQUIREMENTS

A valid California Driver's License

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**WORKING CONDITIONS**

College theater environment; subject to performing electrical work involving high voltage; subject to performing work at great heights; subject to lifting (up to 50 pounds unassisted), standing, bending, pushing and climbing; subject to fumes from paint and dust.

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