

**San Jose/Evergreen Community College District
Classified Job Description**

Position: Theater Technician

Department: Humanities and Social Sciences

Location: SJCC

Date: 10/12/2022

POSITION PURPOSE

Under the general direction of the Dean of Humanities and Social Sciences or assigned administrator, the Theater Technician provides technical support for faculty and students in multiple annual performing arts productions. The position serves as equipment operator during technical rehearsals and performances; ensures that lighting, sound and rigging equipment are in proper working order and operating in a safe manner, and assists in the construction of sets and maintenance of equipment. In addition, the Theater Technician provides support for campus events that take place in the theater and to the community who rents the theater; and assists in organizing and coordinating community arts production services.

DISTINGUISHING CHARACTERISTICS

Incumbent in this class performs routine duties assigned to the position and work under close supervision. Incumbent may receive technical directions from the Theater and Dance faculty and works in collaboration with the faculty in the productions of annual performing arts events.

KEY DUTIES and RESPONSIBILITIES

1. Provide technical support and stagecraft for SJCC theater, musicals, and dance productions, including SJCC touring productions and community rental use of the theater.
2. Assist in the presentation of instructional programs in the theater and other assigned areas, either on or off campus.
3. Design, program, install and operate stage lighting and sound production elements in collaboration with faculty and students.
4. Set up equipment for theater events. Operate, test, maintain, and troubleshoot stage equipment, lighting and sound systems, digital projection equipment and rigging systems, etc.
5. Arrange and adjust rigging, curtains, backdrops, lighting and sound equipment for classes, theater functions, and theater or dance productions, etc.
6. Prepare and modify working plans, drawings and light plots for specific situations.
7. Attend production and design meetings, rehearsals, performances, and other events as assigned.
8. Coordinate performance bookings and changes in production calendar. Communicate production schedules with faculty and the campus facilities coordinator with emphasis on preserving instructional priorities.
9. Assist faculty with orientations to equipment and safety protocols for students; assist faculty with training of students in appropriate use of theater equipment and material handling.
10. Oversee and train student assistants and facility users the proper operation of theater equipment and devices for theater events; maintain assignment schedules and records.
11. Meet with potential facility users of the campus theater to discuss services needed including technical details of productions, policies and procedures.

12. Provide technical supervision of assigned facilities during rehearsals and performances, including audience control and handling emergencies as necessary.
13. Store, issue, receive, repair and maintain tools, supplies, materials and equipment; respond to instructor requests for instructional needs.
14. Maintain and secure an on-going inventory of equipment and supplies. Assist with ordering supplies as necessary to keep inventories at operational levels and meet project needs.
15. Perform minor repairs on stage-related equipment. Recommend and schedule major maintenance and repairs of equipment and facilities with consideration for production schedules.
16. Check the stage and production areas for safety hazards and maintain health and safety standards in these areas. Enforce safety and fire regulations at all times throughout the Theater building.
17. Obtain and maintain Material Safety Data Sheets. Ensure safe handling, storage and proper labeling of hazardous materials and hazardous waste that may include performing any departmental inspections as required by regulatory agencies.
18. Perform other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and philosophy of stage productions and scenic design.
2. Modern techniques, methods and applications of stage lighting and sound systems required by a variety of theatrical and dance productions.
3. Methods and techniques of stage operations including rigging, projections, sound and lighting installation and programming.
4. Basic electrical and mechanical principles and their application to stage and auditorium equipment.
5. Occupational hazards, safety standards, practices, and related legal regulations.
6. Basic principles and practices of record keeping and archiving.
7. Basic principles of supervision and training.
8. Modern office operation and theater activity coordination.

Skills and Abilities to:

1. Install, program and operate a variety of lighting and sound systems and equipment.
2. Analyze needs of facility users including faculty and students.
3. Operate a scissor lift system.
4. Understand and follow oral and written instructions.
5. Construct and install theatrical set pieces and props.
6. Assist faculty, students and others with problems relating to technical production assignments.

7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain effective working relationships with others in the course of work.

Education and Experience:

1. Associate's degree, supplemented by college-level course work in performing/theater arts or a related area.
2. Three years of experience in technical theater or related production area.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environment:

1. Primary work in a theater setting.
2. May expose to electrical energy, noise, dust, smoke, noxious odors and gases.

Physical Demands:

1. Physical ability and mobility to work in a theater setting.
2. Sit or stand for extended periods of time.
3. Hear and speak to exchange information in person or on the telephone.
4. See to read a variety of materials.
5. Bend at the waist, kneel or crouch, reach, or twist occasionally.
6. Lift, carry, push or pull moderate to heavy objects.

Date Approved: 10/11/2022

Salary Range: 90

EEO Category: 2B3 – Technical/Paraprofessional