

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: PERFORMING ARTS OPERATING TECHNICIAN

BASIC FUNCTION

Under general direction, to organize, coordinate, oversee and perform skilled work in the operation and maintenance of the Performing Arts theater at a comprehensive high school; to perform a broad range of functions related to the scheduling and production of performances and the utilization of the theater facilities by students, staff and the public; to provide technical assistance and support to the various users; to maintain and repair a variety of electronic and audio-visual equipment; to perform other related work as required. Incumbents in this classification provide scheduling and utilization of the theater facilities by students, staff, and the public which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Schedules, organizes and coordinates the use of the assigned facilities through a master calendar to provide clear communication and to approve or deny for facility use requests
- Coordinates, oversees and guides the technical support of productions (e.g. operation of lighting and sound equipment, audio-visual equipment, rigging systems, front of house functions) of the work of assigned students, staff or the public
- Participates in the planning, development and implementation of related budgets for the operation of the Performing Arts Center
- Coordinates the use of the facilities, in conjunction with Site Operations Manager, to ensure maintenance of proper scheduling and proper insurance policies with campus security and other district personnel Aids in the design and construction of sets, props and other items needed for productions
- Assists certificated staff with the supervision of assigned students in the technical utilization of the facilities in support of productions Promotes and supports all productions and rehearsals, including community events; review and facilitate technical requirements to ensure all requirements are completed in a timely and appropriate manner
- Ensures the federal, state and local laws, regulations and standards are observed and enforced Performs skilled work in the installation, maintenance and repair of a variety of the electronic and audio-visual equipment contained in the assigned facilities
- Requisitions and maintains an adequate inventory of components, parts, materials, supplies for expendables, supplies; submits requests for repairs and/or capital improvements needed for the daily operation of the Performing Arts Center
- Confers, suggests and provides technical support (e.g. scenic, lighting and sound designs, stage management, running crews, front of house and site support operations) to users of the facilities
- Investigates, tests and recommends the purchase of needed equipment and hardware
- Serves as liaison and monitors the services and equipment provided by outside contractors and vendors to ensure a high standard of product and/or performance
- Provide direction in theatre operation, production management, stagecraft and design, house management and technical theatre
- Train high school students in the area of theatre operations, production management, house management, stagecraft, design and technical theatre
- Develop and implement the monitoring and control of production cost

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: PERFORMING ARTS OPERATING TECHNICIAN

- Supervise set building and set deconstruction
- Administer and manage the On-Line Ticketing System; coordinate box office operations for each performance
- Perform other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate a variety of tools and equipment utilized in the performance of duties
- Troubleshoot, evaluate, and operate electronic, audio-visual and computer equipment
- Install, maintain and repair various types of computer related, electronic and audio-visual equipment, lights, clocks, alarms and communication systems

Knowledge of:

- Methods, procedures, techniques, materials and equipment utilized in the installation, repair and maintenance of computer hardware, electronic and audiovisual equipment, lights, clocks and detection systems
- District policies, legal mandates and codes pertaining to the inspection, repair and maintenance of computer hardware, electronic, audiovisual and other specialized electrical systems
- Safe working methods and procedures

Ability to:

- Utilize special electronic testing equipment to troubleshoot defects and malfunctions
- Accurately estimate labor and material costs
- Maintain simple records and be able to prepare complete and concise reports
- Analyze and develop solutions for systems problems
- Read, understand, interpret and apply complex written instructions and information
- Apply knowledge of data processing systems to a wide variety of management and user service requests
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal direction and supervision
- Establish and maintain positive and effective working relationships
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest and implement procedural improvements as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain a high level of professionalism in keeping the needs of customers a top priority

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: PERFORMING ARTS OPERATING TECHNICIAN

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. The work may involve ascending and descending ladders, stairs, ramps and slopes, stage set scaffolding and will involve walking or standing for extended periods. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (3) years of experience in technical theatre operations, production management, and activities, including stage management, stage crafts, sound reinforcement, theatrical lighting and rigging, including six (6) months in a supervisory capacity to demonstrate ability to coordinate and organize students working on stage sets in theatre classes and during student productions.

Education:

Associate’s degree in related field from an accredited college.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid Class C or higher California Motor Vehicle Operator's License in order to drive District-assigned vehicle