

Auditorium Technician

Purpose

The job of Auditorium Technician is done for the purpose/s of conducting training for students and staff on the use of stage and audio visual equipment; providing administrative and technical expertise and assistance for school, district, and community use of the auditorium/theater; performing a variety of technical support functions, e.g. setting, repairing, maintaining, rigging, etc. of theatrical equipment; and providing documentation for billing of facility use. This job reports to Principal.

This job is distinguished from similar jobs by the following characteristics: prefer an Associate's Degree and experience in areas of stage craft and/or theatre productions.

Essential Functions

- Collaborates with a variety of internal and external stakeholders (e.g. high school activities office, district maintenance, community, etc.) for the purpose of coordinating scheduling of auditorium/theater use and meeting production needs of the school, District and community.
- Conducts in-service presentations for the purpose of training students and staff on the use of stage and audio visual equipment.
- Constructs scenic elements (e.g. set design, construction, etc.) for the purpose of supporting students and instructors.
- Designs theatrical lighting and sound systems (e.g. audio systems, specialized audio equipment, digital lighting systems, etc.) for the purpose of providing the necessary support to theater productions.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Maintains inventory of auditorium materials for the purpose of providing security for all tools, equipment and supplies in the theater.
- Manages production support crews for the purpose of providing necessary support to theater productions.
- Opens and secures buildings and other areas for the purpose of ensuring facilities are in safe operating condition and/or minimizing property damage, equipment loss and potential liability.
- Procures equipment and materials for the purpose of ensuring availability of materials required for scheduled productions.
- Produces production support items (e.g. props, special effects, fog, haze, smoke, lighting, etc.) for the purpose of supporting instructor, student, and community productions.
- Repairs equipment (e.g. replaces defective parts/systems and/or refers work to maintenance, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Sets-up theater equipment for stakeholders (e.g. school, district, and community, etc.) for the purpose of ensuring that stakeholder requests--within our capability--are met.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in stage productions; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stagecraft, lighting/sound equipment; safety practices and procedures; and pertinent software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Prefer an Associate's Degree and experience in areas of stage craft and/or theatre productions.

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

As needed to remain current on entertainment technology

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date
6/9/2017

Salary Grade
57

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____