



Human Resources
POSITION DESCRIPTION (HR 120)

CLASSIFICATION: Performing Arts Technician I
WORKING TITLE: On-Call Stage Technician

DEPARTMENT: Performing Arts Center
FLSA: Non-Exempt
INCUMBENT:

PURPOSE:

The Performing Arts Center (PAC) consists of three venues: a 1288-seat concert hall, a 180-seat recital hall and a 350-seat rehearsal/performance pavilion. It hosts events including symphonies, choral concerts, contemporary and pop music events, plays and other theatrical events, dance programs, recitals, opera and light opera, touring shows and community productions. It also supports other uses, including workshops, business meetings, banquets, recording sessions, trade shows, etc.

This position is responsible for a variety of technical specialties that provide production support for events in the Center. This includes day-to-day operation of the facilities and equipment for events, classrooms or meetings, and event audio-visual support. Duties are performed under the supervision of a Stage Manager or crew leader to ensure proper use of technical equipment and to ensure the safety of all involved, by following safety standards, policies and procedures. Some Crew Leader or Stage Manager duties may be assigned.

DUTIES AND RESPONSIBILITIES:

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS

Work is performed independently on standard assignments in the applicable production support specialty and requires limited technical direction. Use of judgment applied as necessary following standard policies and procedures.

STAGE TECHNICIAN

Daily

75-100%

Load and unload scenery, lighting and sound equipment, assemble stage sets, hang lighting instruments, set up sound equipment. Set up and take down tables and chairs for various activities. Disassemble, store and load out all equipment and materials used in an event.

Assist with makeup processes; OR unload, clean and press costumes, dress performers, and may construct or reconstruct costumes and related accessories; OR unload, clean and maintain wigs and hairpieces; OR unload, set up and maintain stage properties, and may construct sets and scenes.

Operate any equipment required for stage use in a smooth, professional manner in real time during rehearsal or performance. Operate computers, computer light boards, audio mixers, and run slide and video projectors, follow-spotlights.

Hang, focus and circuit lighting equipment. Setup, patch and adjust sound equipment. Setup, adjust and operate video equipment. Hang or assemble scenic devices, truss and loudspeakers. Follow all safety requirements and standards related to stage and set construction, lighting, and stage operation. Ensure safe operation of all aspects of the Center. Take proper care of tools, materials and equipment required for proper operation of the Center's stage and support facilities.

CREW LEAD

As Needed

0-25%

Perform crew chief duties involving supervising stagehands with varying degrees of expertise, making decisions requiring independent interpretation, reasoning and judgment.

Work cooperatively with staff, other departments and artist technical staff. Remain calm, patient and diplomatic while under continual production deadlines. Occasionally make temporary electrical hookups as needed for portable equipment.

STAGE MANAGER

As Needed

0-25%

Open and close, set up and supervise use of the PAC, including operating equipment in live performance. Perform as Stage Supervisor for assigned events and enforce all rules and procedures. Run events in a smooth, professional manner. Interface backstage to Front-of-House. Cooperate with artist technical staff and presenter. Responsible for the logistics of a production and the welfare and safety of everyone in the facility.

Supervise stagehands with varying degrees of expertise, in hanging lights and setting up sound or scenery. Coordinate scheduling of all crafts as needed. Responsible for crew working assignments and providing appropriate coverage based on production needs. .

Use ingenuity and judgment to make decisions; interpret and apply a wide range of policies and procedures to resolve potentially sensitive situations. Manage multiple tasks with constantly changing priorities. Use good judgment, discretion, tact and common sense. Be highly organized. Deal effectively with non-professional performance groups. Make suggestions, especially to local groups, to help implement their production to its fullest.

OTHER JOB FUNCTIONS

- Security, Safety and OSHA compliance. Help maintain the safety of special effects, hanging units, flats and other scenic equipment.
- Maintenance assignments on facility and equipment. Sweeping and cleaning.
- Run errands.
- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: One year of experience working for a performing arts center, theater, repertory or stock company engaged in the applicable production specialty such as costume construction, stage and set construction, lighting production, and/or sound/audio production. (12 units of applicable college course or 6 months of professional training may be substituted for 6 months of required experience).

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS:

REQUIRED QUALIFICATIONS (SKAs):

- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate, and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

STAGE TECH

- Independently perform standard assignments related to the applicable production support specialty.
- Experience in at least one technical theatre field, or equivalent.
- General knowledge of methods and problems related to theatrical production. Familiar with basic stage directions, terminology and theatrical equipment and materials.
- Working knowledge of design principles and the ability to translate specifications, blueprints or drawings into real-world solutions. Read lighting and sound plots, stage setups and drawings, rigging and ground plans.
- Knowledge of maintenance procedures for lighting and/or sound equipment and routine theatre maintenance
- Knowledge of clothing processes, sewing, cleaning, pressing and steaming, familiarity with construction and repair of costumes and accessories; OR
- Knowledge of wig and hair processes; OR
- Knowledge of stage properties, familiarity with construction of sets and scenes; OR
- Knowledge of stage lighting techniques, controls and follow spot use; OR
- Knowledge of sound techniques; OR
- Knowledge of video production and playback techniques; OR
- Knowledge of stage rigging techniques; ability to use and maintain counterweight rigging systems.
- General knowledge of carpentry and/or metals and/or basic electrical theory. Ability to use manual and power tools; general mechanical skills.

- Basic computer and software knowledge appropriate to the position. Ability to read, write and perform arithmetic at an appropriate level.
- Working knowledge of safety rules and standards pertaining to backstage theatre work.
- Basic level of creativity and ingenuity to create production materials and effects.
- Ability to follow verbal and written directions/instructions.
- Ability to establish effective working relationships and maintain a positive and productive working atmosphere in a group environment.
- Ability to perform complex technical set-ups under stress and within pressing deadlines.
- Exercise good judgment, courtesy and tact when interacting with staff and public.

CREW CHIEF

- Communicate clearly and concisely, verbally and in writing.
- Exercise good time management.
- Ability to assist in the training and supervision of co-workers and client staff as needed.
- If designated as a "qualified person," must have experience and training in hooking up portable electrical equipment in a backstage environment.
- Willing to learn new processes and improve ways of thinking about completion of routine tasks. Ability to follow directions and apply reasoning to the task at hand, modify behavior to suit the circumstances, while staying within policy guidelines.

STAGE MANAGER

- Ability to take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Ability to effectively prioritize tasks, complete multiple tasks with various deadlines, meet all deadlines, produce desired work result with minimal supervision.
- Ability to anticipate problems and address them proactively.
- Working knowledge of stage management practices.
- Establish and maintain effective working relationships with visiting clients.

PREFERRED QUALIFICATIONS:

- Knowledge of University and PAC infrastructure, policies & procedures.
- Mechanical aptitude helpful.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Possession of a valid driver's license or the ability to obtain by date of hire. Possession of a clean driving record.

SPECIAL CONDITIONS:

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Ability and willingness to perform regular strenuous manual labor work which requires physical strength, dexterity and endurance.
- Load/Unload trucks; transfer equipment and roadcases to designated locations.
- Push/pull/carry/lift and/or shift scenery and equipment around.
- Climb ladders and stairs to reach overhead or remote areas.
- Lift/move objects weighing 10 to 50 lbs, occasionally 75 lbs
- Operate linesets to fly scenery.
- Work in potentially adverse conditions, which may include heights, loud noises, large crowds, darkness and/or confined spaces.
- Adjust hot lights from ladder top, involving reaching & stretching.
- Must be able to work varying hours including, daytime, evening, and weekend work, and possibly overtime. Part-Time/Intermittent/on call pool, hours to be assigned by the Technical Office.
- Must will willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

Incumbent Print name	Signature	Date
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SUPERVISORY: We certify that all statements on this form are complete and accurate.

Immediate Supervisor

Immediate Supervisor Print name and title	Signature	Date
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Dept Head/Director

Dept Head/Director Print name and title	Signature	Date
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Dean/Vice President

Dean/Vice President Print name and title	Signature	Date
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*****HR USE ONLY*****

Employee ID: _____

Position Number: _____

Time-base: _____

Temporary **Permanent**

Doc Coding:

Request for:

- Update Review for File
- Classification Review
- New Position Recruitment
- Replacement Recruitment

Recruitment Number: _____

Classification Information:

Approved Classification Title: _____

Class Code/Range: _____

CBID: _____

MPP Job Codes: _____/_____/_____

COI: **Y / N**

Classifier Initials: _____ Date: _____