THEATER TECHNICIAN
JOB #FCC631
$3,866 - $4,691 per Month

This is a classified position subject to a one-year probationary period.

DATE POSTED: September 23, 2014
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: October 31, 2014

POSITION LOCATION: Fullerton College – Fine Arts Division

SCHEDULED SHIFT: 40 hours per week normally scheduled Monday – Friday, but may require work on weekends, depending upon theater production schedule. Daily starting and ending times may be irregular. Shift may vary from day-to-day depending on programmatic requirements.

STARTING DATE: As soon as possible

TYPICAL DUTIES

Assist in the organization of the technical aspects of college theatre productions providing technical assistance, and coordinating the maintenance of theatre, facilities and equipment. Design and participate in the set construction and rigging as directed; prepare and control stage lighting and sound systems as directed. Assist with the coordination of theater facilities usage; participate in planning meetings and rehearsals for theatre productions and other events for campus and off-campus organizations. Oversee the use of hand and power tools and equipment; assure the safe use and security of all tools, lighting and sound equipment. Provide technical assistance and direct the work of theater students and student technicians in the safe operation and use of theater, tools and equipment. Recommend stage equipment and supplies to be ordered; pick-up equipment and supplies when necessary; assist in the development of theater and production budgets as required. Store, receive, issue and maintain various tools, lighting and sound equipment, construction materials and supplies; maintain inventory and control records. Assist instructional staff with the coordination of laboratory training procedures; assist student crews to assure the development of students in the technical areas. Maintain and enforce fire, safety and health regulations. Operate a variety of woodworking tools, lighting equipment and sound equipment used in the technical operation of the theater; maintain tools and equipment in proper working condition. Schedule, train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent AND 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.

Ability to: Coordinate and provide technical direction for theater productions; oversee and participate in performance preparation activities; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

Knowledge of: The basic principles and philosophies of stage productions; stage operations including lighting, sound, rigging, and set construction; methods, equipment, materials and terminology used in theatre production management; stage carpentry, painting and electrical work; operation of sound equipment such as microphones, amplifiers and loudspeakers; application of fire regulations and other safety codes; the proper storage and maintenance of equipment and tools.

Licenses and other requirements: Position requires a valid California Driver’s License. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).
DESIRABLE QUALIFICATIONS
Knowledge of digital audio and video formats and setups and theatrical computer network hardware and configurations. Experience with show control networks, programming lighting consoles. Double Purchase rigging systems, and integration of lighting, video, audio and scenery automation in a show control environment.

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

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.

APPLICATION PROCEDURE
Applicants MUST submit the following items:

1. DISTRICT CLASSIFIED APPLICATION REQUIRED
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2. Copy of valid Driver’s License:
   Must be submitted with application. Applications submitted without a copy of valid Driver’s License will be deemed incomplete and will not be considered.

3. Cover letter and resume addressing job qualifications and responsibilities:
   Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #FCC631, Theater Technician in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before October 31, 2014, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.