NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title: Theater Technician

Range: 41

Date Revised: Date Approved: April 8, 2003

PRIMARY PURPOSE

Assisting in the organization of the technical aspects of college theatre productions providing technical assistance, and coordinating the maintenance of theatre, facilities and equipment.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Designs and participates in the set construction and rigging as directed; prepares and controls stage lighting and sound systems as directed.

2. Assists with the coordination of theater facilities usage; participates in planning meetings and rehearsals for theatre productions and other events for campus and off-campus organizations.

3. Oversees the use of hand and power tools and equipment; assures the safe use and security of all tools, lighting and sound equipment.

4. Provides technical assistance and directs the work of theater students and student technicians in the safe operation and use of theater, tools and equipment.

5. Recommends stage equipment and supplies to be ordered; picks up equipment and supplies when necessary; assists in the development of theater and production budgets as required.

6. Stores, receives, issues and maintains various tools, lighting and sound equipment, construction materials and supplies; maintains inventory and control records.

7. Assists instructional staff with the coordination of laboratory training procedures; assists student crews to assure the development of students in the technical areas.

8. Maintains and enforces fire, safety and health regulations.

9. Operates a variety of woodworking tools, lighting equipment and sound equipment used in the technical operation of the theater; maintains tools and equipment in proper working condition.

10. Schedules, trains and provides work direction and guidance to others as directed.

11. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

12. Performs related duties as assigned.

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

EDUCATION AND EXPERIENCE
High school diploma or equivalent
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

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of the basic principles and philosophies of stage productions
Knowledge of stage operations including lighting, sound, rigging, and set construction
Knowledge of methods, equipment, materials and terminology used in theatre production management
Knowledge of stage carpentry, painting and electrical work
Knowledge and operation of sound equipment such as microphones, amplifiers and loudspeakers
Knowledge and application of fire regulations and other safety codes
Knowledge of the proper storage and maintenance of equipment and tools
Ability to coordinate and provide technical direction for theater productions
Ability to oversee and participate in performance preparation activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
A valid California Driver’s License

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.