

AUDITORIUM TECHNICIAN

Purpose Statement

The job of Auditorium Technician was established for the purpose/s of providing administrative and technical expertise and assistance for campus 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

Essential Functions

- Compiles billing and payables information for Auditorium activities for the purpose of ensuring reimbursement for facilities usage and monitoring budget expenditures.
- Conducts in-service presentations for the purpose of training students and staff on the use of stage and audio visual equipment.
- Constructs scenic elements for the purpose of supporting students and instructors.
- Coordinates Auditorium/Theater schedules and bookings for the purpose of meeting the production needs of the District and community.
- 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 inventory of Auditorium materials for the purpose of providing security for all tools, equipment and supplies in the theater.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- 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, community productions.
- Repairs equipment for the purpose of ensuring that items are available and in safe working condition.
- Replaces defective parts/systems, as appropriate, for the purpose of ensuring the availability of equipment in a safe operating condition.
- Sets-Up theater equipment for the purpose of ensuring that client requests 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 algebra and/or geometry; 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 significant 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 processes. Ability is also required to work with a significant 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 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 using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working 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 under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

4/1/2011

Salary Grade

Classified 63

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____