

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: PERFORMING ARTS CENTER TECHNICAL SPECIALIST**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of the Auxiliary Services Director and leadership of the Performing Arts Center Technical Lead, assist in the organization and coordination of the facility operations of the Performing Arts Center (PAC) to include event technical operations for both community and VVC events.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbent Performing Arts Center Technical Specialist will provide the technical support for the implementation, use and maintenance for lighting, audio communication, staging, and special needs for events in the PAC. Incumbent of the Performing Arts Center Technical Specialist classification will provide a variety of technical and administrative tasks supervised by the Auxiliary Services Director and delegated by the Performing Arts Center Technical Lead.

### **REPRESENTATIVE DUTIES:**

1. Serve as a lighting, sound or stage manager specialist to coordinate the necessary technical support and operate the equipment, such as sound, lighting, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates. *E*
2. Perform technical installation and maintenance of the sound, lighting, stage, communications, and rigging systems for the Performing Arts Center. *E*
3. Inspect, perform and coordinate equipment and systems maintenance and refurbish as needed, including audio systems, microphones, lighting fixtures, dimmer and console functions, line sets, stage floor, computers, and cable repairs; replace rigging and electrical cable, inspecting for and correcting safety hazard. *E*
4. Communicate and assist the Theatre Arts, Music and Kinesiology programs in regards to any audio and lighting design, set installations, labor assistance for the productions related to their program. *E*
5. Operate a variety of technical equipment and tools to include but not limited to a variety of digital and analog sound consoles, recording and playback equipment,

lighting consoles, computers, testing equipment, hoists and lifts, single purchase counterweight fly system, video projection, pneumatic, power and hand tools. *E*

6. Prepare and maintain a variety of records and reports such as performance reports, inventory updates, wiring diagrams, technical manuals, and safety reports. *E*

7. In coordination with the PAC Technical Lead, assist in the research and recommendation process of the purchase of new stage technologies for the continued forward movement in entertainment technologies for the working and educational benefit of the facility, students, and community.

8. Assist in the research for quotes for services and technical assets; forward quotes and research to the PAC technical lead for consideration.

9. In coordination with the PAC Technical Lead, train, and provide direction to hourly workers and student workers, as needed.

10. Perform other job duties as reasonably related to job description as needed or assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Electronic Stage Lighting Control systems, Digital Audio consoles, and Audio/Visual systems.

Techniques and methods of stage, lighting, sound, rigging, video and communications design, installation and preparation for theatrical, dance, and music or related performances.

Principles of stage management and backstage operations coordination.

Stage equipment and carpentry including rigging, flats, stage bracing and platforms.

Operation and maintenance of audio, lighting and video equipment and systems.

Operation of computer workstations and various software applications, including Word, Excel, Powerpoint.

Applicable electrical codes, ADA requirements, building codes and fire regulations.

OSHA, and fire safety laws as it applies to the facility and access.

Safety precautions and procedures in the theatrical trade.

Basic research methods.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience and courtesy.

Health and safety practices in relation to the theatrical trade

Oral and written communication skills.

Basic first aid and CPR.

Basic office skills.

**ABILITY TO:**

Assist in the coordination of technical requirements for productions with event representatives.

Provide technical guidance and input into the technical operation of the PAC.

Train and provide work direction to hourly workers and theatre students.

Perform operation, installation and maintenance of sound, lighting, and other technical systems for the PAC.

Research and inventory equipment and supplies according to established procedures.

Perform maintenance and repair of equipment including electronic and electrical equipment.

Assure safe and proper operation of all production equipment.

Apply and enforce legal requirements of the Americans with Disabilities Act,

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Design, construct, and operate specialized stage and theater equipment.

Fabricate structures with wood, metal, fabric and plastics and other materials.

Maintain records related to assigned duties.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Solve problems independently.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associates Degree or Certificate with course work in Technical Theatre/Technical Direction, lighting design and sound design Production Management or Stage Management and three years increasingly responsible and related technical theater and entertainment production experience especially in the area of stage operations.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:*****Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Indoor Environment:***

While performing the duties of this job, the employee is regularly required to lift, carry, push or pull objects weighing 50 pounds or more. Position requires dexterity of hands and fingers to operate a variety of hand and power tools, climbing stairs and ladders, working at heights on scaffolding, hoist lifts, or catwalks, and in cramped or restrictive work chambers, stooping, crawling, twisting/turning, reaching overhead, above the shoulders and horizontally, standing for extended periods of time, speaking to communicate with students, novices and professionals, and seeing to observe the proper performance of individuals and the placement of equipment. While performing the duties of this job the noise level in the work environment is usually moderate to loud.

Incumbents are exposed to high voltage, paint fumes, chemical solvents, theatrical effects which may include strobe lights, and smoke. Must be able to maintain irregular and extended working hours. Must be able to drive to purchase supplies or pick up rental equipment.

Performing Arts Center environment; potentially subject to large unruly audiences or individuals.