VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PERFORMING ARTS CENTER TECHNICAL DIRECTOR

BASIC FUNCTION:

Under the direction of a Dean or higher-level administrator and in consultation with department faculty, plan, organize, design, direct, and administer all technical aspects of a variety of theatrical, dance, music, and related live events, including, stage set-up, lighting, sound, rigging, and related production functions; coordinate, schedule, and monitor events held at the Performing Arts Center and other venues on campus.

REPRESENTATIVE DUTIES:

Direct, design, participate, and exercise functional supervision over staff engaged in the construction and repair of sets and scenery for various productions and live events using a variety of equipment, including radial, table, circular, and vertical saws, welding tools, and other hand and power tools. E

Direct, design, participate, and exercise functional supervision over staff engaged in the use of lighting equipment, video and multimedia equipment, and computer controlled light consoles; hang, install, and prepare lighting for various productions and live events. E

Design specifications for sound production and sound effects and direct such operations; exercise functional supervision over staff operating mixers, sound consoles, and related equipment. E

Direct, participate, and exercise functional supervision over staff engaged in the rigging and flying of curtains, backdrops, special props, and other apparatuses required for a production or event; operate a stage counterweight system. E

Schedule and coordinate use of the Performing Arts Center for a wide variety of live events, including theatrical productions, corporate training, and music and dance concerts; prepare schedules for performances and rehearsals. E

Provide technical direction to staff and students pertaining to the safe and proper use of tools and equipment used in rigging, lighting, stage carpentry, painting/flame proofing, set construction, and related functions; monitor work for quality, completeness, and adherence to applicable safety standards. E

Direct technical rehearsals as required. E

Research appropriate products and vendors and prepare requisitions for equipment, supplies, materials, rentals, and services required for the Performing Arts Center; maintain inventory and control records of materials and equipment needed. E

Interpret and enforce fire, safety, and health regulations appropriate for the Performing Arts Center for the protection and safety of facility users and audiences. E

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Established June 1998
Performing Arts Center Technical Director (continued)

Oversee technical assistance at the facility when rented or used by off-campus groups or organizations; attend meetings with representatives of outside groups to plan and organize presentations and productions. *E*

Prepare and review with management the fiscal reports for each event, summarizing revenues, expenditures, and transfers for each production; prepare a detailed fiscal summary for each academic year of the performing arts events. *E*

Recruit, select, train, and provide work direction to staff and student workers; schedule hours, monitor performance, initiate necessary hiring paperwork, and verify hours worked. *E*

Investigate, diagnose, troubleshoot, and resolve a wide variety of technical malfunctions. *E*

Communicate with a variety of other departments and outside agencies; answer inquiries related to a variety of events. *E*

Assist the instructional staff with the coordination of laboratory training procedures and student crews to ensure the development of students in the technical areas. *E*

Attend staff, campus, and committee meetings as necessary. *E*

Perform other duties as assigned.

*E* = Essential duties

Knowledge and Abilities:

**Knowledge of:**

- Principles and techniques of technical direction, including the design and administration of set construction, prop construction, lighting, sound, rigging, scenic painting, and special effects related to theatrical productions and live events
- Audio/visual and multimedia equipment
- Principles of operating contemporary sound consoles and related equipment
- Principles of operating contemporary lighting consoles and related equipment
- Proper use and care of power and hand tools used in stage production work
- Basic stage carpentry, painting, welding, and electrical work employed in stage production
- Pertinent federal, state, and local codes, laws, and regulations including safety, health, and fire regulations
- Principles and practices of training and development
- Rules and regulations pertinent to purchasing procedures in California community colleges
- Principles, practices, and procedures of purchasing
- Principles and practices of recordkeeping and inventory control
- Principles and practices of budget preparation and administration
- Office procedures, methods, and equipment including computers and applicable software applications

**Ability to:**

- Design stage settings for public performances
- Design and construct stage scenery
PERFORMING ARTS CENTER TECHNICAL DIRECTOR (continued)

Design, comprehend, and apply plans, plots, drawings, diagrams, blueprints, sketches, and other stage directions
Learn new technological innovations and applications pertinent to the field
Operate lighting and sound systems for stage productions
Train and provide work direction to others in the operation, use, construction, and maintenance of stage properties and equipment
Operate hand and power tools
Coordinate the use of performing arts center facilities and equipment
Enforce and be actively attentive to, fire, safety, and health regulations
Establish and maintain effective working relationships with those contacted in the course of work
Work independently with little direction
Analyze situations accurately and adopt effective courses of action
Exercise tact and diplomacy in dealing with sensitive and complex issues and situations
Work effectively under stressful and high pressure situations
Interpret and apply applicable federal, state, and local laws, codes, and regulations
Plan and organize work to meet changing priorities and deadlines
Communicate effectively, both orally and in writing

EDUCATION AND EXPERIENCE:

A bachelor’s degree in theatre arts, technical theatre, fine arts, lighting, stage design or related field AND three years of experience in two or more of the following areas: prop design, prop construction, stage set design, stage set construction, rigging, lighting, sound, and operation/use of stage equipment.

OR

A graduate degree in theatre arts, technical theatre, fine arts, lighting, stage design or related field AND two years of experience in two or more of the following areas: prop design, prop construction, stage set design, stage set construction, rigging, lighting, sound, and operation/use of stage equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

College performing arts center environment
Variable work schedule

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others
Lifting and carrying heavy objects
Visual acuity and normal color vision sufficient to focus lighting and apply paint
Pushing and pulling
Bending and reaching
Climbing ladders and stairs
Dexterity of hands and fingers to operate a variety of tools and equipment
Seeing to inspect equipment and to observe stage production activities for quality
Standing for extended periods of time

HAZARDS:

Exposure to high voltage electricity
Work at heights up to 72 feet or higher
Exposure to hazardous materials such as fumes from paint and dust