VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PERFORMING ARTS CENTER TECHNICIAN II

BASIC FUNCTION:

Under the general supervision of a Dean, provide skilled and complex technical support for a variety of theatrical, dance, music, and related live events, including set design and construction, lighting and sound, and related functions.

DISTINGUISHING CHARACTERISTICS

A Performing Arts Center Technician I provides skilled and complex technical support in the following specialty areas: prop design, prop construction, stage set design, stage set construction, rigging, lighting, sound, and the operation/use of stage equipment. A Performing Arts Center Technician II performs work that is broader in scope and more complex. Specifically, a Performing Arts Center Technician II has all the responsibilities of a Performing Arts Technician I and also organizes and coordinates the use of the performing arts center, participates in meetings related to performing arts center functions, maintains inventory, recommends the purchase of equipment and supplies, and provides extensive technical training to staff and student workers pertaining to each of the technical functions previously mentioned.

REPRESENTATIVE DUTIES:

Design, coordinate, and provide technical support in the proper execution of rigging, lighting, sound, stage carpentry, and set construction for a variety of live events held at a performing arts center. E

Coordinate use of the performing arts center for a wide variety of live events, including theatrical productions, corporate training, music and dance concerts, and related activities or events; open the center for events; check stage lighting, ventilation, sound, and other equipment to ensure proper operation; assist with publicity as required. E

Participate in meetings related to performing arts center functions; attend staff, campus, and committee meetings as necessary. E

Recommend stage equipment and supplies to be ordered; requisition items; pick up equipment and supplies when necessary; provide input regarding event budgets; order, inventory, store, receive, issue and check tools, lighting, sound, cabinets, equipment, costumes, construction materials and supplies; maintain inventory and control records of materials and equipment needed. 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

Prepare and administer sound for productions and live events by operating various mixers, sound consoles, and related equipment; create sound effects based on specifications provided by the Technical Director. E

Revised February 2013
Established January 1998
PERFORMING ARTS CENTER TECHNICIAN II (continued)

Construct and repair 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

Mix and apply a wide variety of paints and flame proofing or fire retardant chemicals to sets. E

Perform rigging and flying of curtains, backdrops, special props, and other apparatus required for a production or event; operate a stage counterweight system. E

Operate lighting equipment, video and multimedia equipment, and computer controlled light consoles; hang, install, and prepare lighting for various productions and live events. E

Prepare, review, interpret, and implement working plans, drawings, blueprints, props, light plots, and other written and verbal information concerning a wide variety of performing arts productions and live events. E

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

Provide guidance, technical direction, and training to staff and student workers in the safe and proper use of tools and equipment used in rigging, lighting, stage carpentry, set construction and related functions; monitor work for quality, completeness, and adherence to applicable safety standards.

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

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

Provide technical assistance and supervision at the facility when rented by off-campus groups; attend meetings with representative of outside groups to plan and organize presentations and productions. E

Perform basic clerical duties related to the maintenance and efficiency of the performing arts center productions and college instructional programs. E

Perform related duties as assigned.

E = Essential Duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of technical direction, 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
PERFORMING ARTS CENTER TECHNICIAN II (continued)

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
Principles and practices of recordkeeping and inventory control
Office procedures, methods, and equipment including computers and applicable software
applications

ABILITY TO:

Design stage settings for public performances
Design and construct stage scenery
Read, understand, 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. Graduation from high school or its equivalent AND four 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

B. An associate degree with coursework in theatre arts, technical theatre, or a 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

C. A bachelor’s degree in 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.

OR

D. A graduate degree in theatre arts, technical theatre, fine arts, lighting, stage design or related field AND one year 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 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