

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: THEATER PRODUCTIONS SPECIALIST

BASIC FUNCTION:

Under the direction of the Principal, oversee and perform activities related to the installation, utilization and maintenance of the theater facility and equipment including the theater rigging system and stage, sound, and lighting systems; select, supervise and train student assistants.

ESSENTIAL FUNCTIONS:

Oversee and perform activities related to the installation, utilization and maintenance of theater rigging system, stage, sound and lighting systems, and other operations of the facility; assure compliance with safety standards and regulations.

Provide budget input for various expenditures including maintenance of facility, equipment and hourly personnel; develop, research, plan and prepare specifications for major equipment purchases.

Schedule theater facility for District and community use; serve as primary technical support for District and outside user groups during scheduled events.

Select, train and supervise student assistants in the effective and safe use of technical theater lighting, rigging and sound equipment; train and provide work direction to other theater staff.

Communicate with staff members, administration, and community to assure maximal use of the theater facility.

Operate various hand and power tools to set up for events; maintain current inventory of supplies and equipment; perform minor repairs to equipment; maintain equipment maintenance log detailing maintenance and repair activities.

Plan annual production calendar.

Operate a computer and assigned software; operate standard office equipment as assigned.

Perform other duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Coordination, facility use, maintenance and operations of a theater facility.

Budget preparation techniques.

Oral and written communication skills.
Principles and practices of selecting, training and supervising student assistants.
Theatrical sound and lighting technology.
Theatrical terminology, stage rigging, scenic construction technology, and theatrical production equipment.
Interpersonal skills including tact, patience and courtesy.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Operation of hand and power tools utilized in the theater.
Record-keeping techniques.
Safety standards and regulations.
Proper lifting techniques.

ABILITY TO:

Oversee and perform activities related to the installation, utilization and maintenance of theater rigging system, stage, sound and lighting systems, and other operations of the facility.
Assure compliance with safety standards and regulations.
Prepare and maintain records and reports.
Select, train and supervise student assistants.
Assign and review work.
Interpret, apply and explain safety practices and procedures.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Operate a computer, hand and power tools and standard office equipment.
Work independently with little direction.
Analyze situations accurately and adopt effective course of actions.
Maintain consistent, punctual and regular attendance.
Seeing to perform assigned activities.
Hear and speak to exchange information.
Move hands and fingers to operate computer keyboard and hand and power tools.
Climb ladders.
Stand and walk for extended periods of time.
Bend at the waist, kneel or crouch.
Reach overhead, above the shoulders and horizontally.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: two years college level course work in theater technology, fine arts or related field and four years working in theater productions or related experience.

LICENSES AND OTHER REQUIREMENTS:

Arm-lift 40 pounds.

WORKING CONDITIONS:

ENVIRONMENT:
Theater environment.

HAZARDS:
Working at heights.