



Classification Title: Performing Arts Technical Direction Specialist

Department:	Performing Arts	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	Dean, Arts, Media and Business Admin	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Serves as instructional support and technical director for theater, music and dance classes and performances with responsibility for theatrical scenery, lighting and other technical aspects of staging performances; works with technical theater students in all aspects of scenery construction, fabrication and assembly, and the rigging of stage lighting equipment and software; coordinates, develops, oversees and administers Performing Arts Department and production budgets.

DISTINGUISHING CHARACTERISTICS.

The Performing Arts Technical Direction Specialist is distinguished from Performing Arts Technical Coordinator in that the latter classification is responsible for all lighting, audio, video, and stage operations during rehearsals, setup for shows, and performances, whereas the former classification maintains the scene shop and portions of the Performing Arts Complex while assisting in technical theater classes and engineering scenery and other stage fixtures.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates and oversees development and administration of the department annual budgets; works with the department chair, faculty and staff to develop and submit annual department budgets based on planned music, dance and theater productions and required independent contractors, designers, vendors and temporary staff, materials and supplies needed to support instructional programs and productions; participates in forecasting funds needed for staffing, equipment, materials and supplies; monitors/approves expenditures and implements necessary adjustments as required; prepares and processes contracts and payments for independent contractors, designers, rentals and vendors.
2. Participates in training and providing day-to-day lead work direction to lower-level staff, short-term employees and student workers; assigns work and ensures completeness, accuracy and conformance with District/departmental and legal/regulatory requirements and standards; provides information, guidance and training on work processes and technical procedures; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.
3. Works with faculty, designers and directors of stage productions and events to design staging and scenery to implement staging and scenery to meet production requirements; provides input to production designers on design elements, approaches and aesthetics to ensure accuracy and technical/cost feasibility of individual units of production staging and scenery; ensures that Health and Safety Code requirements are addressed to ensure the safety of performers and the audience; works with directors, hourly and temporary workers, technical theater students and others to assemble and prepare the stage and backstage areas for productions and performances.
4. Serves as expert carpenter and electrician in constructing the more complex scenic units including multi-level scenery for use by actors eight to fifteen feet above the stage, rigging of overhead scenery and hanging lighting and other heavy objects above the heads of performers and the audience; performs required welding.

5. Works with technical theater faculty to prepare instructional materials and lesson plans including lectures and lab exercises on methods and tools commonly used in a theater scene shop and backstage area; engineers, develops and modifies theatrical unit construction and laboratory exercises, testing all proposed exercises for accuracy, reliability and safety; orders and maintains an inventory of required materials, supplies, consumables, tools and equipment for laboratory use.
6. Oversees day-to-day activities in technical theater laboratories; ensures the scene shop and lighting labs are open and ready for use during scheduled hours and that equipment is in sound working order; monitors to ensure lab closing procedures are followed; maintains a clean, safe and orderly learning environment.
7. Provides instruction and demonstrates safety procedures for the use and operation of a variety of hand and power tools, including table and arm saws, grinders and sanders, staple and fastener guns, propane torches, drills, welders, adhesive applicators, routers and cutters; monitors students in the laboratory to ensure safety procedures are followed; responds to student questions regarding procedures and requirements; evaluates work and performance of processes and provides feedback to students and the instructor; organizes and maintains equipment and tools; makes minor repairs and maintains tools in safe and good working order; arranges for major repair or replacement of tools and equipment; arranges for the safe storage and disposal of hazardous materials; maintains records of equipment, tools, supplies and of Materials Safety Data Sheets.
8. Trains students on safe and acceptable methods and materials used to fabricate and assemble theatrical scenery and to rig and hang stage lighting.
9. Provides instruction and demonstrates proper uses and techniques for a variety of wood and metal products, adhesives and other joining devices; ensures an understanding of the toxicity of all materials and required safety precautions.
10. Trains assistants in proper and safe laboratory procedures and operations; conducts safety training for student assistants.

Marginal Functions:

1. Participates in establishing and implementing department goals, priorities and plans; serves on department committees.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of technical theater experience involved in the design, fabrication and assembly of theatrical stage scenery and lighting, or other technical aspects of staging performances.

Education/Training: Equivalent to an associate degree from an accredited college or university with major coursework in technical theater, stage lighting or a related field.

Licenses/Certificates:

1. Possession of an appropriate, valid California driver's license by time of appointment.
2. Ability to obtain certification on forklift and aerial lifts.

Knowledge of:

1. Operational requirements for a theater or performance space.
2. Principles, practices, methods and techniques in the design and construction of theatrical scenery.

3. Materials commonly used in the fabrication and assembly of theatrical scenery, their properties and load ratings and safe and appropriate fastening devices, adhesives and methods.
4. Hand and power tools used in a theater scene shop, their purposes and operating characteristics and associated safe operating practices.
5. Technologies, software, equipment, methods and practices involved in theatrical stage lighting.
6. Tools and techniques for rigging and repairing stage lighting equipment.
7. General principles of electricity, electrical loads and wiring and color theory as applied to stage lighting.
8. Methods and practices of student instruction and tutoring.
9. Basic practices and procedures of public administration for budgeting and purchasing.
10. Uses and operations of computers with standard business and specialized software applicable to areas of assigned responsibilities.
11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
12. Office practices and procedures, including recordkeeping.
13. Safe work methods and procedures and occupational hazards and standard safety procedures.
14. Local, state and federal regulations, including terminology and processes applicable to areas of assigned responsibility.
15. College policies and procedures and regulatory requirements governing the safe storage, handling and disposal of hazardous materials.
16. Basic College human resources policies and labor contract provisions.

Skill in:

1. Applying artistic sensibilities and engineering principles and practices in the design and development of scenic construction projects.
2. Serving as technical director for stage performances and events.
3. Providing effective instruction and guidance to students in technical theater subject matter; accurately, thoroughly and clearly answering students' subject matter, equipment uses and technology questions.
4. Providing day-to-day technical and instructional support to faculty in carrying out their responsibilities.
5. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
6. Assigning and inspecting the work of student workers and lower-level staff.
7. Demonstrating uses and operations of specialized equipment, tools, hardware and software and technical theatrical work processes and techniques.
8. Demonstrating and enforcing safe practices and procedures in the use of potentially dangerous tools, equipment and materials; maintaining tools and equipment in sound operating condition.
9. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
10. Preparing and monitoring a department budget.
11. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
12. Organizing and maintaining a variety of records and files.
13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
14. Communicating clearly and effectively, both orally and in writing.
15. Maintaining the confidentiality of department and student records and information.
16. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult situations.
17. Establishing and maintaining effective working relationships with others encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee typically works in a classroom and scene shop/lighting laboratory environment and may be regularly exposed to loud noise, electrical and moving equipment and parts and a variety of fumes and airborne particles, with exposure to risk of electrical shock and hazardous chemicals and materials for which wearing breathing apparatus is required. Some duties require work on ladders or scaffolding in high, precarious places, and work on uneven or slippery surfaces.

Physical Conditions: Essential and marginal functions require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand for prolonged periods; stoop, kneel, bend

and crouch; lift or move 50 pounds or more; hearing to differentiate equipment alarms and operating sounds; and near/far visual acuity to operate and monitor the operation of power equipment and read computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.