

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Theater Scenic Specialist

BASIC FUNCTION: Under the supervision of the area Director, responsible for the technical development and production of Performance Riverside shows and events; maintenance of the Performance Riverside website; and assisting the Theater Production Coordinator in design and implementation of theatrical elements; maintaining the shop and other backstage work areas.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Designs and constructs Performance Riverside theatrical elements, e.g., scenic designs and lighting for productions, projects, and special events.
2. Assists Production Coordinator in all areas of construction in shop; hanging, focusing, and operating theatrical lighting equipment; rigging and fly-mastering; painting and set decoration, and implementing special effects.
3. Designs all elements of Performance Riverside's website: www.PerformanceRiverside.org
4. Maintains all elements of Performance Riverside's website.
5. Serves as Technical Director for Performance Riverside productions per the assignment of the Producing Artistic Director.
6. Researches, recommends and gathers bids in purchasing decisions for stage equipment.
7. Assists scenic designer/director with development of lighting design for Performance Riverside productions, including redesign of rented scenery or redesign of light plot to accommodate the limitations of the Landis Performing Arts Center.
8. Performs general electrical maintenance for all stage lighting and special effects equipment.
9. Maintains organization of storage for stage equipment, tools, and scenery.
10. Maintains a friendly and professional atmosphere for students, faculty, staff, contractors, and the public who interact with Performance Riverside.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: A minimum of four years of increasingly responsible experience as a theatrical technician is required. Two years of experience as a web designer and two years experience as a webmaster are desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Theatrical blueprints, current scenic construction standards, lighting and sound, are required; PHP and MySQL are preferred.

ABILITY TO: Establish and maintain effective working relationships with staff, students, and the public.

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OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, staff, students, and the general public.

PHYSICAL EFFORT: Requires the ability to exert physical effort, such as walking, standing, climbing, and lifting. Must be able to lift up to 50 pounds.

WORKING CONDITIONS: Normal theater environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.