

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE I
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

THEATER AUDITORIUM SPECIALIST

BASIC FUNCTION

Coordinates the use of the Landis Auditorium facility; oversees the use of equipment and facilities for events; and assists in other elements of technical theater production, such as rigging of lighting equipment, construction of scenery, and/or amplification of sound for events.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing audio/sound related technical duties in support of productions at the District's venues. Employees at this level exercise judgment and initiative in performing the work, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Communicates with auditorium users to determine specific scheduling, technical production, staffing, and equipment needs; determines whether the venue will meet the needs of the requestor; discusses venues and/or changes to ensure a successful event.
2. Coordinates the implementation of sound and/or lighting designs for Performance Riverside and other events.
3. Assists in the areas of shop construction, hanging, focusing, and operating lighting equipment, rigging and fly mastering, and in implementing sound and special effects during productions.
4. Assists in construction of special projects.
5. Assists in the maintenance of lighting and sound equipment, and general stage maintenance.
6. Coordinates the work of part time employees in setting up and taking down events.
7. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
8. Participates in District-provided in-service training programs.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operational characteristics of lighting and sound equipment used in a diverse range of productions in multiple performing arts venues.
2. Principles of theatrical lighting and acoustics for multiple types of facilities.
3. Modern live sound principles.
4. Current music technologies and digital sound equipment and related technologies.
5. Operational characteristics of theatrical rigging devices.
6. Proper microphone setup and wiring practices.
7. Basic principles of electrical maintenance for stage lighting and special effects equipment.

8. Basic electronic principles.
9. Mathematical principles.
10. Safety principles and practices.
11. Proper stage lighting fixture setup.

Ability to:

1. Quickly troubleshoot, resolve, and address any acoustical or sound-related issues which arise during production events.
2. Assess and repair sound and audio equipment.
3. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
4. Exercise independent judgment within general policy and procedural guidelines.
5. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
6. Communicate effectively in the course of performing work tasks.
7. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
8. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
9. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and three (3) years of increasingly responsible experience as a theatrical technician; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a theater environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools; and vision to inspect and operate equipment. The job involves frequent walking in operational areas to identify problems or hazards, which may include working with electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights up to 50 pounds, with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a theater environment with moderate noise levels, controlled temperature conditions, and potential exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.