



**Building Trades Specialist—  
Stage Manager  
Theater Technician**

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| Department/Division:                   | Maintenance and Operations/Building Trades Specialist—Stage Manager<br>Professional Administrative & Related Classes |
| Reports To:                            | Coordinator of Theater Operations and Facility Permits   |
| Provides Direction To:                 | NA   |
| FLSA Exemption Status:                 | Classified Bargaining Unit   |
| Date Prepared:                         | January 8, 2015  |
| Date Approved by Personnel Commission: | February 3, 2015   |
| Date Adopted by Board:                 |  |
| Salary Range:                          | Range 24   |

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

**DEFINITION**

Under general supervision of the Coordinator of Theater Operations and Facility Permits supports theater operations rentals and school programs; provides on-site technical, house and facility support for all events in the auditorium and the Multi-Purpose Room (MPR) located on the campus of Mira Costa High School (MCHS) and other venues as needed; and performs related work as assigned. General direction, supervision, and evaluation are provided by the Coordinator of Theater Operations and Facility Permits.

**DISTINGUISHING CHARACTERISTICS**

The positions assigned to the Building Trades Specialist class require journey level experience, competency and physical abilities in connection with the essential duties and responsibilities of the position. The Theater Technician provides and oversees the technical needs and components for performances, events and related functions in a school performing arts center environment. Incumbents are assigned to perform duties independently or as a team member in other trades in the Building Trades Specialist classes, as needed. Positions at this level perform work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials, procedures and safety precautions. Incumbents receive general instructions when tasks are assigned and are expected to inspect the work site and complete the project in a safe manner, which complies with District and regulatory standards unless significant unanticipated problems are encountered. Incumbents are expected to travel to work sites and to perform and guide scheduled work without constant supervision. The Building Trades Specialist Theater Technician must work cooperatively and productively with a diverse population of internal and external customers.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Communicates on a daily basis with the Coordinator of Theater Operations and Facility Permits
- Oversees and provides theater technical services for school, District and community performing arts and special events for the purpose of providing information regarding safety, facility maintenance and use, and theater activities.
- Prepares light, audio, and other production systems for events for the purpose of operating such systems during events with responsibility to independently make artistic judgments, interpreting requirements and anticipating and resolving problems in order to accomplish successful presentations.
- Coordinates the use of technical equipment with groups using venues; supervising, training and assisting District personnel, students and community users for the purpose of ensuring safe operation and protection of theater/performance equipment.
- Provides technical oversight, guidance and training to student theatrical crew members in basic theater practices, techniques and work standards; ensures student safety.
- Monitors inventory levels of supplies and equipment as necessary for the purpose of assisting in ordering, receiving and maintaining inventory of supplies and materials.
- Maintains stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Performs routine maintenance on assigned equipment as necessary for the purpose of assisting in arranging for major repairs if needed and troubleshooting system problems.
- Assists in maintaining inventory of theater items for the purpose of providing security of tools, equipment, supplies, props and sets in theater.
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- Communicates with school or District personnel and outside agencies for the purpose of exchanging information and resolving issues or concerns.
- Works closely **with** District administrative staff to maintain positive, cooperative working relationships in coordinating all uses of facilities, and specifically, synchronizing and managing campus related events and parking with users of facilities.
- Acts as a site representative during special events at District facilities.
- Drives a vehicle to conduct work.
- Performs related work as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and methods, techniques, equipment and materials used to deliver event service requirements for a variety of events including concerts, theatrical productions and educational events
- Operating equipment used in theater production, adhere to safety practices, and plan/manage theatrical projects
- Technical, operational and maintenance requirements for theater productions including light, sound, audio/video and other production systems
- Principles of sound transmission and amplification
- Concepts of stage production and support
- Stage operations including rigging, sound, lighting, set construction and other production systems; stage lighting, stage machinery, use and basic repair of stage equipment
- Basic electrical, electronic and mechanical principles as applied to stage equipment
- Laws and regulations governing public assembly facilities and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes and applicable local, state and federal regulations and laws
- Organizational and time management skills
- Customer service principles and techniques
- Office equipment including a computer, an iPad, and assigned software
- Interpersonal skills using tact, patience and courtesy

### **Ability to:**

- Perform all essential duties of the position
- Perform theatrical work skillfully and in a timely manner
- Operate computer-based lighting and sound control in a theatrical setting; operate all production systems including video/audio, stage rigging, machinery and production equipment
- Read, understand and interpret building, event and equipment blueprints
- Review and understand working drawings and sketches
- Interpret and execute director and designer requests
- Interpret and apply technical terminology when working with external users, crew and maintenance personnel
- Work under limited supervision following standardized practices and/or methods
- Meet deadlines and schedules, work under time constraints and frequently work nonstandard hours
- Adhere to theater and technical safety practices
- Provide technical oversight and training to student theatrical crew members to ensure that safety practices are understood and employed at all times
- Lead, guide and/or coordinate others
- Communicate effectively both orally and in writing in English
- Attend technical planning meetings
- Understand and follow oral and written instructions in English
- Understand with sensitivity and awareness, the cultural diversities and needs of student and their environment with the communities encompassed by the District
- Work independently and collaboratively as a part of a team, with intermittent supervision
- Establish and maintain cooperative and effective working relationships with others
- ***Compose a variety of documents and /or facilitate group discussions***
- ***Solve practical problems***
- ***Establish and maintain cooperative and effective working relationships with others***

## **EDUCATION, TRAINING, AND EXPERIENCE**

*Educational attainment equivalent to a high school diploma or its recognized equivalent and two (2) years preferred of increasingly responsible experience in technical theater, and oversight of theater operations and stage production. Must have experience in stage lighting, sound and rigging experience; providing technical guidance to student crews and theater operations staff, desired. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.*

## **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS**

Valid Class C California Driver's License, acceptable driving record, and evidence of insurance are required.

Must drive to various locations and District sites.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

*While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 75 pounds or more. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, crouch, climb up and down ladders, stairs, scaffolding and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner. The employee must be able to operate a motor vehicle and drive from place to place.*

*Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.*

### **Mental Demands**

*While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, printed material, instructions and safety information; read and interpret technical specifications and budgetary data; read and interpret blueprints and working drawings; consider facility use needs, including potential business and educational applications; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students, vendors, contractors, consultants, technical advisors, the public and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use mathematical skills and mathematical reasoning; determine how to schedule work assignments; work with frequent interruptions; work under intensive deadlines. The employee must be able to work independently with minimal supervision. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.*

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Employees work regularly in an indoor environment, including damp, wet, slippery areas and oily surfaces, confined areas, exposure to extreme changes in temperature/temperature extremes, and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, dirt/dust, and possible exposure to blood borne pathogens; working around and operating machinery having moving parts; working at considerable heights; operating lifts; exposure to electrical power supply and high voltage; risk of electrical shock; performing physical labor. The noise level is loud. Weekend, holiday and irregular work hours are required. Strict deadlines must be met when preparing for events. Responding to emergency maintenance needs may be required.*

## **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

*Participate in employer mandated training and re-training programs.*