



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, PROFESSIONAL EXPERT ASSIGNMENTS

ASSIGNMENT: Stage Manager - Theatre Technician

Professional Expert - Temporary, Short-Term Assignment

LOCATION: Multiple venues on and off-campus

RN 16-21

RATE OF PAY: Range: \$20.50/hour – 24.50/hour

DEADLINE Ongoing Pool

TO APPLY: (Immediate need for 2016 and to establish pool) Applications will be reviewed on an as-received basis.

WORK

SCHEDULE: Performance/Event based. Variable hours, includes irregular hours, evening and weekend work.

Temporary employees may only work up to 25 hours a week; total not to exceed 999 hours for a total of 100 days.

(Days are counted regardless of # of hours worked per day)

TYPICAL DUTIES: Under the work direction of the Performing Arts Theatre Manager or assigned supervisor

- Overall duties will include stage management, ensuring smooth and efficient rehearsals and execution of performances
- Assists in the coordination and direction of the work of technical crew, set-up and strike and work assignments
- Acts as a liaison between the various crews involved in backstage production
- Coordinates, oversees, and/or directs the setup of stages
- During the rehearsal process, records all of the blocking, lighting cues, prop usage, costume changes, and entrances of the performers
- Makes dressing room assignments
- Creates and maintains metrics reports for each work call
- Communicates with the front-of-house manager regarding house open, show start and resumption of show after intermission
- Performs other related duties as assigned

KNOWLEDGE OF:

- Terminology, methods, practices, and techniques of all backstage positions including: sound, video, lighting, staging, rigging, costumes and props
- Appropriate backstage health, safety, and operational standards

ABILITY TO:

- Follow established backstage health, safety, and operational practices and procedures
- Manage time effectively and handle workload in an accurate and efficient manner
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Advise and interact effectively with technical and non-technical workers, faculty, students, outside renters and volunteers
- Cross-train in other Theatre Tech assignments as needed
- Work with frequent interruptions while maintaining strong detail orientation, be flexible and adaptable under varied conditions and requirements, and maintain composure/perform well under time pressures
- Work a flexible schedule including evenings, weekends and holidays, depending upon performance schedules

MINIMUM REQUIREMENTS:

- Any combination of relevant backstage experience and education sufficient to adequately perform the duties of the assignment, **and** a minimum of one to three-years stage management experience

PHYSICAL EFFORT:

- Ability to exert some physical effort, such as walking, climbing, standing, reaching, pulling, lifting, bending and twisting
- Ability to maintain effective audio-visual discrimination and perception for communicating with others
- Standing or sitting for extended periods of time

APPLICATION PROCEDURE

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College [Temporary Short-Term Employment Application](#)
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Verifiable Employment References, each must include: employer name, primary supervisor contact information (name, email and/or phone number), what level of duties was performed & dates employed.

The application must be filled out completely and signed. **Do not** indicate, “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office. Submit application packet to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.**

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.