



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, PROFESSIONAL EXPERT ASSIGNMENTS

ASSIGNMENT: Stage Assistant Theatre Technician
LOCATION: Multiple venues on and off-campus

Professional Expert - Temporary, Short-Term Assignments
RN – 16-17

RATE OF PAY: Range: \$10.50/hour - \$14.50/hour

DEADLINE Ongoing

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

WORK

SCHEDULE: Performance/Event based. Variable hours, includes irregular hours, evening and weekend work. There are no guaranteed minimum hours for this assignment.

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 other assigned supervisor:

- Assists with set Load-ins, Strikes, set-up and breakdown of stage extension and acoustic shell
- Assists with Light Hang & Focus, circuiting, operating boards, rigging and hanging/striking of soft goods
- Operates Spots, pulls focus and changes gels and bulbs
- Assists with backstage duties as assigned by Stage Manager Theatre Tech
- Assists with Sound/Video set-up/strike, patching, operating boards and recordings
- Performs other related duties as assigned

KNOWLEDGE OF:

- Terminology, methods, practices, and techniques of theatrical/stage needs for live events
- 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
- 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 experience and education sufficient to adequately perform the duties of the assignment, **and** a minimum of one-year technical theatrical experience

PHYSICAL EFFORT:

- Ability to exert physical effort, such as walking, climbing, standing, reaching, pulling, lifting 50 lbs., bending and twisting
- Ability to maintain effective audio-visual discrimination and perception for communicating with others
- Sitting or standing 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

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.