

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

PERFORMING ARTS TECHNICAL DIRECTOR

CMS Range 24

BASIC FUNCTION:

Under the general direction of assigned supervisor, coordinates, organizes and performs technical work in support of activities and equipment use/maintenance related to the use of the Performing Arts Theatre and Black Box Theatre for a wide range of events. This classification assists the supervisor in the general operation of the Performing Arts Theatre. This classification acts with a high degree of independence, and instructs and oversees others in the technical aspects of theatrical production and use of related equipment and tools.

REPRESENTATIVE DUTIES: *(E) indicates an essential duty of the position*

- Ensures the safe, appropriate, and creative use of technical facilities and equipment in support of performances and events at a multi-disciplinary performing arts theatre. (E)
- Coordinates, organizes, and performs technical work in support of activities and equipment use/maintenance related to events in the Performing Arts Theatre and Black Box Theatre Operates and maintains theatrical/stage equipment such as lighting, audio visual, rigging and sound equipment. (E)
- Coordinates and oversees work of technical crew (e.g., stage managers, lighting design experts, rail operators, audio engineers, riggers and carpenters, follow spot operators, general deck crew, etc.) during setup, rehearsals, performances and events and teardowns. (E)
- Assists with technical production needs for season and rental events, including lighting, sound, and staging, rigging, and props on a per-show-basis; supports other campus events, at campus or off-campus locations, as assigned. (E)
- Ensures in-house stage equipment is properly maintained and in working order to meet event needs, and/or arranges for rental equipment as necessary on a per event basis. (E)
- Reviews and plans crew requirements and sets timelines to meet needs for events on a monthly basis.
- Assists in the development and implementation of guidelines and procedures related to the use and operation of technical support facilities and equipment for theatrical procedures. (E)
- Maintains accurate inventory and usage records related to theatrical/stage equipment and tools. (E)
- Assists supervisor in researching and estimating costs for back stage purchasing decisions; generates purchase requisitions for back stage expendables, stage maintenance and technical equipment replacement. (E)
- Trains all student, hourly & other personnel in safety process/procedure.
- Assists supervisor in tracking and evaluating annual maintenance of related technical systems performed in-house through maintenance personnel or outside contract services within fiscal budget. (E)
- Organizes and coordinates the stage activities for Antelope Valley College sponsored events (e.g., welcome back and graduation ceremonies). (E)
- Coordinates with supervisor and other departmental personnel technical support for activities and events in the Studio Theatre, Black Box Theatre and other spaces in and around the Performing Arts Theatre. (E)
- Maintains all backstage health, safety, and operational standards.
- Performs daily, weekly, monthly and annual equipment and safety checks.
- Establishes and maintains effective working relationships with representatives of various groups, vendors, co-workers, and subordinates. (E)
- Performs related duties as required.

EDUCATION AND EXPERIENCE:

Sufficient education, training and/or work experience to demonstrate possession of the following:

- A) Two (2) years of college-level course work in the field of theatre arts, cinema or television; **and** three (3) years of increasingly responsible professional technical theatre experience in a multi-disciplinary performing arts facility.

OR

- B) Five (5) years of responsible professional technical theatre experience in a multi-disciplinary performing arts facility.

OTHER REQUIREMENTS:

- Must be able to work evenings and weekends, depending upon performance schedules.
- Must possess a valid California driver's license.

KNOWLEDGE OF:

- Terminology, methods, practices, and techniques of including stage lighting and control systems, audio equipment, projection equipment, stage rigging, stage draperies and scenery.
- Appropriate safety precautions and procedures.
- Basic budgetary practices.
- Principles of effective interpersonal communications.

ABILITY TO:

- Analyze and evaluate the need for technical support for various events and performances.
- Plan, develop and schedule the technical support required for each event or performance.
- Work extended hours, evenings and weekends.
- Coordinate large backstage staff under tight time schedules.
- Communicate effectively, both orally and in writing.
- Train and oversee the work of student assistants, temporary staff, and volunteers.
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment.
- Prepare correspondence and reports.
- Assist in budget preparation.
- Prioritize work assignments and set timelines.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

- Provides work direction to professional experts, volunteers, student workers and hourly workers.

CONTACTS:

- Instructors, student workers, students, vendors, professional experts, consultants, volunteers, and departmental college personnel.

PHYSICAL EFFORT:

- Sufficient physical ability and mobility to work in a theatre setting.
- Standing or sitting for prolonged periods of time.
- Climbing, stooping, bending, kneeling, and crouching.
- Reaching and twisting to lift, carry, push, and/or pull moderate amounts of weight.
- Occasional heavy lifting (ability to lift 50 lbs overhead without assistance); regular use of ladder, aerial lifts and scaffolding work.
- Regular use of digital equipment.
- Ability to verbally exchange information.

WORKING CONDITIONS:

- Work is performed primarily in the Performing Arts Theatre.
- Coordinates large backstage staff under tight time schedules.
- Incumbent may be required to work extended hours including evenings and weekends.