



TITLE	CLASSIFICATION	SALARY GRADE
THEATRE ARTS PRODUCTION SPECIALIST	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE: 2014/15 Classification Review		

JOB DESCRIPTION:

Under minimal supervision, provides technical and artistic support for theatre, music and dance productions; performs related work as required.

SCOPE:

The Theatre Arts Production Specialist recommends and implements set design and technical requirements for various events and theatre productions; supervises students in the construction of sets, hanging of lights and related activities; and purchases necessary supplies and equipment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees and trains students in the design, construction and preparation of scenery, lighting, and sound design to be used in theatrical productions.
2. Directs student employees in the use and operation of the stage, including such skills as rigging, sound, lighting, stage carpentry, welding, and set construction.
3. Coordinates the preparation and setup of equipment and staging needs for productions and events.
4. Makes recommendations for modification of set designs based on safety and financial constraints.
5. Paints scenery using techniques such as marbling, texture and faux paint.
6. Operates technical equipment as required.
7. Oversees the scene shop and related instructional areas; maintains space in a safe and organized manner; establishes and maintains equipment, tool and supply inventories; orders equipment and supplies; coordinates multiple budgets.
8. Performs a variety of activities common to the construction trades (such as carpentry, electronics, welding, electrical and painting).
9. Coordinates set up, strike and storage of stage scenery and properties, lighting, sound and related equipment.
10. Operates and maintains complex lighting, sound, video, aerial work platform, rigging and other technical equipment; collaborates with Information Technology and Media Services in the operation and maintenance of technology related to the theatre Reads and creates scale CAD drawings for use in set design and construction.
11. Trains students, staff, and faculty to safely use equipment, tools, materials, scenery, special properties (such as stage firearms) and special effects in compliance with Health and Safety regulations; supervises student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Operate and maintain various tools and electric equipment such as lighting and sound systems, public address systems found in theatre production; work from hydraulic aerial lifts or ladder at considerable heights above the ground; perform physical labor; communicate effectively in English; follow and give oral and written communications; identify problems and recommend solutions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Principles and techniques of theatre production, stage management, sound reinforcement, and stage craft; sound safety procedures and practices as applied to theatre and staging production; variety of construction trades such as carpentry, electronics, welding, electrical, painting; safety requirements necessary in the operation of stage equipment such as draperies, curtains, counterweight systems, rigging, lighting, and sound equipment; standard office productivity software and specialized applications such as VectorWorks and AutoCad; Demonstrated knowledge of concepts in design for sound, lighting and scenery.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree with major coursework in theatre production or related field.

Experience:

Increasingly responsible experience in designing, constructing, operating, and maintaining stage equipment and materials. Previous experience training and directing the work of others and/or teaching preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction of theatre sets. Must be able to work safely in an environment containing hazardous and potentially hazardous electrical equipment, chemicals, fumes and materials.