

**TITLE: Theatre Arts Production Specialist****CLASSIFICATION: Classified****SALARY GRADE: C12****SCOPE OF POSITION:**

Under general supervision, provides technical and artistic support for theatre, music, and dance productions. Recommends and implements set design and technical requirements for various events and theatre productions. Supervises students in the construction of sets, hanging of lights, setting up amplified sound, and related activities.

**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 or related events.
2. Directs student employees in the use and operation of the stage, including rigging, 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 considerations and budgetary constraints.
5. Trains students, staff, and faculty to safely use equipment, tools, materials, scenery, props and special effects in compliance with health and safety regulations.
6. Operates and maintains technical equipment.
7. Oversees the scene shop and related instructional areas. Maintains space in a safe and organized manner.
8. Establishes and maintains equipment, tool, and supply inventories. Orders equipment and supplies and tracks multiple budgets.
9. Performs a variety of activities common to the construction trades (such as carpentry, electronics, welding, electrical and painting). Paints scenery using techniques such as marbling, texturing, and faux painting.
10. Supervises student employees and directs the work of short-term, non-continuing (STNC) employees in the area.

**KNOWLEDGE OF:**

1. Principles and techniques of theatre production, stage management, sound reinforcement, and stage craft.
2. Construction trades such as carpentry, electronics, welding, electrical, and painting.
3. Safety procedures and practices as applied to theatre and staging production and other requirements necessary in the operation of stage equipment such as draperies, curtains, counterweight systems, rigging, lighting, and sound equipment.
4. Applications for 3D design common in theatrical productions.
5. Concepts in design for sound, lighting, and scenery.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

## **TITLE: Theatre Arts Production Specialist**

### **ABILITY TO:**

1. Work from hydraulic aerial lifts or ladder at considerable heights above the ground.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in technical theatre/design or a closely related field of study required.

### **EXPERIENCE:**

- 3+ years of related experience with designing, constructing, operating, and maintaining stage equipment and materials.
- Technical theatre certification.

### **OTHER REQUIREMENTS:**

- 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.
- Must be able to perform physical activities such as, but not limited to, lifting (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.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*