

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **ARTS TECHNICAL SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Dean, working with minimal supervision, provide technical support and coordination for college performing arts and visual arts activities; perform skilled installation, operation, maintenance and repair of a variety of audio-visual equipment including cameras, lighting and sound systems used in theatrical productions, art gallery exhibitions and events at the Walter N. Marks Center for the Arts, and District and/or public events; perform training of faculty and staff in media equipment in campus theatres. Coordinate and supervise use of District facilities by community groups. Design, build and oversee the construction of theatrical sets and props; direct and oversee use of theatrical equipment and facilities and maintain electronic inventory and usage records of performing arts facilities, equipment and supplies.

#### **REPRESENTATIVE DUTIES**

1. Coordinate and provide technical direction and supervision for performing arts productions including rehearsals and performances. E
2. Coordinate, oversee, and participate in performance and exhibit preparation activities such as lighting, sound, rigging, and set construction and breakdown. E
3. Assemble, install, repair and perform minor and routine maintenance on theatre and art gallery lighting and sound systems. E
4. Perform minor and routine maintenance tasks in stage and seating areas, including drapery, rigging, seating, floors, and change lamps. E
5. Develop and ensure operational procedures are in compliance with fire, safety, and health regulations. Direct, train and oversee faculty, staff, students and the public in the use of theatre and art gallery equipment and facilities providing technical support. E
6. Update and maintain event calendars in print and on the website for Arts & Media events. E
7. Oversee, operate and conduct minor and routine maintenance in the Stagecraft building, including related tools and equipment. E
8. Design and implement interior organizational floor plan for scene shop, including storage areas. E
9. Direct and oversee crews during set/prop construction, load-in hanging, rigging, focusing of lighting equipment, breakdown and storage of sets for productions/workshops; oversee disposal of hazardous materials, such as paint, used in the construction and finishing of theatrical sets. E
10. Build and design sets for theatrical productions performed on campus and in the McCallum Theatre. Design and implement sound and light plots as assigned. Construct set pieces/props in accordance with drawings/schematics/architectural plans as provided by set designer and as requested by faculty and approved by the Division Dean. E
11. Create and maintain electronic inventory and usage records related to performing arts facilities, equipment set pieces, props, costumes, tools and supplies. Purchase and pick up construction materials. Arrange rentals of scenic drops when necessary. E
12. Meet with faculty/staff to coordinate theatrical facilities and provide technical support for performing arts workshops, class projects, campus meetings, etc. Meet with representatives of outside organizations when facilities are rented. E
13. Meet with production directors and faculty at the request of the Division Dean, Department Chair, Production Coordinator, or Gallery Director. Attend production meetings as assigned. E
14. Assist in the updating of related equipment information and procedural manuals; design equipment installation; make recommendations concerning upgrading and purchasing equipment as required. E

15. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Various types of audio and visual equipment and materials; basic principles and philosophies of stage production; stage equipment, including state-of-the-art lighting and sound systems; stage and scene shop safety in accordance with campus policies and state regulations; set design, construction, painting techniques, striking and storage; operational methods of scene shop, costume storage, make up studio, and other theatrical support functions; various types of electronic test equipment and tools used in audio-visual repair work; operation and function of sound recording; record-keeping techniques; oral and written communication skills; inventory methods and practices; technical aspects of field of specialty; use and care of hand and power tools; basic computer skills.

**Ability to:** Perform skilled installation, operation, maintenance and repair of a variety of lighting, sound, camera and other theatrical/technical equipment; build and/or make repairs/adjustments to set pieces, props and equipment; read and interpret drawings, schematics and manuals; work independently with a minimum of supervision; direct and oversee faculty, staff, students and the public in the use of theatre equipment and facilities; coordinate multiple projects and meet deadlines; properly inventory theatre materials and equipment; communicate effectively both orally and in writing; maintain records and prepare reports; operate a computer and related audio-visual equipment; understand and work within scope of authority; establish and maintain cooperative and effective working relationships with others; interact professionally and respectfully with persons of diverse backgrounds; remain current as to advances in the professional world of technical theatre and theatrical equipment; lift moderately heavy objects; sit or stand for extended periods of time; reach above head; bend at the waist, kneel or crouch to perform repairs; lift and carry up to 50 pounds.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: Bachelor's degree in theater with an emphasis on technical production; or Bachelor's degree in arts or humanities with coursework in theater and four (4) years of technical theater experience.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record current vehicle insurance meeting State of California requirements.

### **WORKING CONDITIONS**

Environment: Indoor and outdoor work environment. Constant interruptions. Driving a vehicle to conduct work. Evening and weekend assignments for productions are required.

### **EMPLOYMENT STATUS**

Classified Bargaining Unit

Classified Salary Schedule Range 15

E=Essential Functions

Originally Approved 2/99

Revised 2/07; 8/16/13