

## **Vail School District Job Description**

**Job Title: THEATRE & FACILITIES TECHNICIAN**

**Department:** Vail Theatre of the Arts/Facilities

**Reports To:** Theatre Arts Coordinator

**FLSA Status:** Exempt

**Classification:** Level 13

**Created:** 8/4/10

**Approved:** 8/31/10

**SUMMARY:**

Under general supervision of the Performing Arts Theatre Coordinator and the Facilities Usage Supervisor, this position assists in the inventory and safe operation and maintenance of theater sound, lighting, rigging, and related equipment and systems used in support of stage productions, meetings, and related events; provides and/or coordinates facility maintenance, set up/break down, security, and operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans, organizes and implements the maintenance and operation of performance-related equipment at the Vail Theatre of the Arts, and other sites, including lights and lighting control panels, sound equipment, laptops, proximas, microphones, sound boards, speakers, special effects equipment and other technical systems used during meetings, presentations, performances and rehearsals.
- Sets up and inspects facility, and program sound equipment, lighting equipment, and other technical systems in advance of meetings, presentations, rehearsals, performances and productions according to Vail Theatre of the Arts Use Requests, and Facility Requests to ensure equipment is in proper working condition and that facility/equipment is clean and ready to use; troubleshoots and resolves problems with production equipment. Escalates unresolved issues to Facilities Usage Supervisor and/or Performing Arts Theatre Coordinator.
- Provides and/or coordinates facility maintenance and security, set up/break down, and loading and unloading of equipment, as assigned.
- Controls access to assigned facilities by opening and closing them to the public; ensures facility is secure upon closing; monitors ongoing use of the facility to ensure user compliance with all facility policies and procedures; resolves conflicts and problems that arise within area of responsibility; maintains and implements security and emergency procedures, including calling for law enforcement assistance when necessary.
- Oversees substitute staff, students, volunteers, and third-party participants during events, as assigned; follows any event instructions given by Facilities Usage Supervisor and/or Performing Arts Theatre Coordinator.
- Oversees the operation of stage equipment, as assigned.
- Utilizes proper safety practices and procedures and enforces health, safety, and other facility regulations.
- Reviews calendar of events, and works with Supervisor to set work schedule accordingly.
- Recommends equipment, software, and fixtures for purchase, as assigned.
- Reviews event requirement plans with facility operations and theatre staff.
- Responds to facility user complaints and inquiries in a timely and professional manner.
- May act as the primary facility representative.

**SUPERVISORY RESPONSIBILITIES**

This position does not directly supervisor others. May train staff, students, and third-party vendors on the maintenance and operation of equipment and components. May direct students, staff, volunteers, or third-party vendors, as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- High School diploma or GED, with minimum of two years experience and training in technical stage operations and theater production.
- College coursework or degree in a related field, and rigging certification is preferable.
- Any combination of training, education and experience equivalent to the completion of approximately two years of college level course work in stage technology, stage management and theory of set construction, lighting and design, and two years of recent technical stagecraft or related experience, as approved by the Superintendent.

**ABILITIES**

- Broad knowledge of stage operation equipment including lighting, sound, rigging, and set construction; repairs and schematics; lighting design and light plots; stage-set design, floor plans, elevations, and construction.
- Broad knowledge of proper storage and care of stagecraft and presentation equipment and tools; sound equipment including microphones, amplifiers and loudspeakers.
- Broad knowledge of safety rules and regulations.
- Ability to learn methods used in modernized stagecraft and stage operation; operate technical lighting and sound systems; create and implement floor plans and working drawings for set design.
- Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness.
- Ability to supervise and participate in the use and operation of the theater; design sets; enforce safety and fire regulations; make routine repairs and adjustment to theater equipment and supplies; operate theater and technological equipment.
- Ability to coordinate and prioritize multiple tasks simultaneously.
- Ability to assume responsibility, display initiative, and exercise sound judgment.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as instructions, safety rules, operating and maintenance instructions, correspondence, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively to employees of the organization, students, parents, community groups, vendors, and to the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Arizona driver's license and minimum mandatory auto insurance.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORKING HOURS**

This position may require the employee to work irregular hours, shifts, or weekends as required.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, including direct sun, extreme heat, wind, rain or extreme cold. The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/activity.

**TRAVEL**

Travel is frequent in the local area.