

THEATER TECHNICIAN

DEFINITION

To manage and maintain the Oroville State Theater programming and operations; to organize, administer and evaluate the activities and operations of the Oroville State Theater; to provide technical assistance to facility users; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Trees and the City Administrator

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Coordinates and supervises the daily activities and operations of the State Theater. Monitors assigned budgets; provides cost estimates and bid specifications for equipment and supplies; procures supplies; prepares budget requests.

Prepares contracts for the rental of the theater facilities.

Selects, books, schedules and coordinates the appearance of performing artists.

Performs stage hand/deck hand duties including, but not limited to, set assembly, hang drops and scenery; assist with shift settings during performance.

Performs routine building and custodial maintenance tasks as required.

Coordinates changing exhibits in the theater's art gallery.

Assists with operating the theater box office; distributes tickets to outlets; coordinates and monitors ticket sales; collects and deposits monies.

Assists with providing house management during theater events.

Sets up, operates and maintains theater equipment, including lighting and sound systems and the fly system.

Operates and sets up stage lighting system, interprets lighting plots; hand, color, focus lighting instruments; program and operate light control switch board; operates sound mixing console; play back taped music and sound effects.

Provides general and technical information and assistance to theater users; ensures users' compliance with all applicable policies, procedures and standards of safety.

Prepares and submits a variety of reports as required.

Represents the City in meetings with other City departments and divisions, outside agencies, community and civic organizations, and special interest groups.

Receives and responds to public inquiries, requests for assistance and complaints regarding programs and activities.

Coordinates theater activities with other departments, divisions, agencies and private groups.

Coordinates and completes special projects as assigned.

Oversees and participates in the building maintenance and custodial care of the theater.

Performs general administrative and clerical work as assigned, including but not limited to conducting and attending meetings, answering the telephone, copying and filing documents, maintaining files, processing mail, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Departmental policies, procedures and standards related to the theater and its operations.

Pertinent federal, state and local laws, regulations, codes and ordinances.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Basic knowledge of theatrical lighting, sound and fly systems.

Basic principals and methods of house management.

Basic methods of box office operation.

Basic methods of performance booking and contracting policies.

Fund-raising and sponsorship solicitation techniques; grant writing and administration.

Basic building maintenance and custodial practices.

Principles of volunteer recruitment, training and supervision.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Interpret, analyze and apply City and department policies and procedures, and pertinent laws, codes, ordinances, rules and regulations pertaining to the theater operations.

Design and set up theater sound and lighting layouts.

Operate theatrical lighting, sound and fly system.

Effectively coordinate theater booking and rental activities

Effectively market assigned programs to the public.

Perform routine building maintenance and housekeeping duties.

Operate assigned vehicles, equipment and tools with skill and in a safe manner.

Analyze problems that arise on the job and make sound recommendations for resolution in support of goals.

Determine work priorities and effectively coordinate and schedule resources and volunteers to perform activities and projects within time limits.

Exercise sound, independent judgment within general policy guidelines.

Assist in obtaining grant and other special funding for programs and activities.

Perform required mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Prepare and present required reports with accuracy and in a timely manner.

Maintain confidentiality as required.

Use computers for word and data processing.

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the City effectively in meetings with others.

Experience:

Two years of increasingly responsible backstage theater experience, including lead or supervisory experience.

Education:

High school diploma or GED equivalent. A Bachelor's degree in theater arts or a closely related field is desirable.

Or

Any combination of education and experience that would enable incumbent to perform the required knowledge and abilities of the position.

Additional Requirements:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work is performed typically indoors. Employee may be exposed to machinery hazards, electrical currents, temperature and noise extremes, heights, air contaminants, dusts, toxic or caustic chemicals. Worker frequently works past normal office hours for cultural events.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or maintenance technical work; lift and/or move up to 15 pounds frequently and up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and hand tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.