



City of Irving Job Description

Theater Technician II

FLSA Status:	Non-Exempt	Job Department:	Arts & Culture
Job Code:	3325	Reports To (Job Title):	Senior Theater Technician

PURPOSE

To supervisor client event work crew from beginning to end of event. Assisting theater technicians and volunteer groups in the set-up, operation and strike of presentations in and around the Irving Arts Center. Assure stage labor and equipment needs are met. Foster communication with IAC Staff and internal and external clients to accomplish production goals and ensure a professional and positive experience for clients and patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Plan stage activities for crew call, assigning task to crew and volunteers.
- Supervise the work of Theatre Technicians and volunteers during work calls.
- Act as Back Of House liaison between client and Front-of-House event staff to ensure production needs are met.
- Operate all theatrically related equipment in a proper and safe manner.
- Coordinate production tasks, including but not limited to, set up, performance and strike.
- Oversee and assist with the movement and set up of equipment & materials within the Arts Center.
- Supervise the operation and maintenance of all Theatre related equipment and systems including but not limited to Theatre lighting, audio, rigging / counterweight fly systems and scene shop equipment and tools.
- Communicate with clients, both internal and external, to accomplish production goals.
- Complete and submit the Operations Report following the event and labor reports explaining any issues, problems or contract deviations in detail.
- Enforce all Arts Center safety policies and procedures during work calls (clients and employees).
- Assist with maintaining accurate maintenance and inventory records.
- Attend and encourage ongoing staff training in the safe operation of all theater related equipment and systems.
- Assist and instruct user groups in the proper and safe construction methods of sets and scenery when assigned.
- Schedule and attend pre-production meetings with client and other IAC staff.
- Review and obtain client sign off of emergency & safety procedures.
- Report any problems to supervisor immediately.

OTHER DUTIES AND RESPONSIBILITIES

- Assist and supervise the maintenance of equipment and other projects as assigned.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 10-25 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Minimum HS diploma or equivalent
- One year of college in Theatre Arts would be beneficial.

EXPERIENCE

- Two (2) years of experience as production crew lead in theatre or related field.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid Texas Driver's License, or the ability to obtain one, is required.
- ETCF certification as a Theatrical Rigger or Entertainment Electrician preferred.

KNOWLEDGE OF

- Theatrical Lighting, Audio, Rigging / counterweight systems.
- Basic carpentry and scenic construction.

SKILLS AND ABILITIES IN

- Office & Industry Software: Using word processing, spreadsheet, facilities scheduling software applications; also, the ability to use software pertaining to the Theatre industry, which includes but is not limited to lighting and audio design software implementation, and operation of computerized lighting and audio consoles and related equipment.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, one-on-one or with groups, so others will understand.
- Time Management: Managing time wisely to complete assignments on time.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring / scheduling

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Daily communication with co-workers and administrative staff; also, weekly communication with clientele as assigned

EQUIPMENT AND PROPERTY

Computers and related software; Lighting, audio, rigging, saws and related hand tools utilized in basic scenic construction; Operation of personnel lifts

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.*

The employee is constantly required to balance, carry, climb, drive a vehicle, grasp, handle, feel, kneel, lift, listen, pull/push, reach, see, sit, stand, smell, stand, stoop, talk, and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee's work environment includes electrical hazards, high work places, limited illumination, moving mechanical parts, as well as noise. The job requires him or her to make decisions impacting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.