



City of Irving Job Description

Theater Technician

FLSA Status:	Non-Exempt	Job Department:	Arts & Culture
Job Code:	3365	Reports To (Job Title):	Senior Theater Technician

PURPOSE

To coordinate the technical & stage set construction activities and theater rigging associated with programs presented at the Arts Center, guiding the activities of volunteers and/or clients in meeting all technical needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Operate all theater technical equipment including lighting and sound equipment; fly systems; orchestra lift; and stage manager's console utilized in theater productions.
- Assist user groups during the set up and breakdown of various productions and provides instruction to the user groups on the safe operation of all technical equipment.
- May coordinate and guide Arts Center volunteers and/or client personnel in setting stage configurations and lighting and sound equipment and the uses of such equipment and systems.
- Construct or assist in construction of sets and scenery, including instructing user groups on proper and safe set construction and counterweight fly systems techniques.
- Maintain scene shop tools, equipment, and workspace to ensure a safe work environment, including maintaining safe flying and rigging equipment and systems.
- Maintain the inventory of supplies, parts, and equipment for scene shop.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in the preparation of bid specifications for technical equipment for the theaters.

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 4-10 contract stagehands scheduled based on demand.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

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

EDUCATION

- Equivalent to the completion of 12th grade.
- Some related college or vocational training would be beneficial.

EXPERIENCE

- Minimum of one (1) year of increasingly responsible related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Requires a valid Texas Driver's license, or the ability to obtain.

KNOWLEDGE OF

- Customer and Personal Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Fine Arts: Theory and techniques required to produce, compose, and perform works of music, dance, visual arts, drama, sculpture, and theater operations.
- Building and Construction: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Theater Light and Sound: Principles and physics of light and sound in a stage setting, including knowledge of musical instruments,
- Basic electricity and electrical distribution systems and equipment.
- Computer software applications to include but not limited to word processing and spreadsheet applications
- Theatrical Computer Software: Applications specific to the theater industry lighting and audio design, implementation and operation of computerized control consoles and related equipment for presentations and performances.

SKILLS AND ABILITIES IN

- Information Gathering: Knowing how to find information and identifying essential information.
- Reading Comprehension: Reading and understanding written sentences and paragraphs in work-related documents, or as otherwise presented in writing.
- Visioning: Developing an image of how a system should work under ideal conditions.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Service Orientation: Actively looking for ways to help people.

- Oral Expression: Communicating information and ideas in speaking so others will understand. This includes effectively conveying information.
- Visualization: Imagining how something will look after it is moved around or when its parts are moved or rearranged.
- Visual Color Discrimination: Matching or detecting differences between colors, including shades of color and brightness.
- Spatial Orientation: Knowing one's location in relation to the environment or knowing where other objects are in relation to one's self.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Speech Recognition: Identifying and understanding the speech of another person.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Interacts with both internal and external clients, primarily external clients in the setup, execution, and strike of a client's production requirements to include but not limited to set construction and installation, lighting, electrical, rigging and sound practices.

EQUIPMENT AND PROPERTY

This position requires use of standard hand tools, saws, drills, projectors, audio equipment, theatrical lighting, and rigging equipment along with ladders and 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 constantly is required to listen and/or see. Frequently, s/he is required to carry, climb, crawl, grasp, handle, feel, kneel, lift up to 50 pounds, pull, push, reach, smell, stand, talk, and/or walk. Occasionally s/he must balance, drive a vehicle, lift up to 100 pounds, run, and/or stoop. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 frequently is exposed to moving mechanical parts, high precarious places, low illumination, confining work space, air contamination, toxic materials, and risk of electrical shock. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment often is loud.

* 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.