

HANFORD JOINT UNION HIGH SCHOOL DISTRICT

Position Description

Sound/Lighting/Event Support Technician

GENERAL SUMMARY

Under the supervision of the Director of Facilities (or designee) oversees, coordinates and provides technical lighting, sound, and set movement assistance of theatrical and other events at the District's Stratton L. Tarvin Presentation Center (P.C.) and other District facilities. Provides technical and artistic guidance and oversight to professional and student stage crews. Maintains theater and stage equipment in a clean and safe condition. Scheduled days and hours will vary based upon event schedules.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Provides technical assistance for District and community events in the P.C. and other District facilities, including checking stage lighting and sound equipment to assure proper operation;

Oversees and provides on-site technical staging expertise at events held in the P.C. and other District facilities, providing professional guidance and assistance to groups and personnel with regard to staging concepts, processes, and techniques;

Coordinates and arranges the staging of lighting, sound, video and other equipment as required for events. Determines the sound and lighting requirements that enhance viewing of sets and performers. Designs stage lighting and sound/effects for events that include writing of lighting cues;

Administers integrated sound and lighting during productions and events;

Operates any theatrical rigging equipment and systems during productions and events;

Provides instruction, technical oversight, guidance and instruction to stagecraft students and theatrical crew members in the theory and application of lighting and sound design, theater equipment operation, and work safety standards;

Troubleshoots, repairs, and maintains theatrical equipment and facilities. Maintains a preventive maintenance program and contracts for repairs as necessary. Inspects sets and equipment for safety and operability.

Receives and stores tools, lighting, sound cabinets, equipment, construction materials and supplies;

Programs light boards and panels, and operates lighting, sound and projection equipment. Sets up, patches in and tests microphones, recorders, multimedia and lighting gear for events;

Maintains and makes minor repairs to building and fixtures, and initiates maintenance and facilities requests as needed;

Maintains currency in knowledge of the trends and equipment in the entertainment industry pertinent to lighting, sound, and special effects;

Maintains inventories of materials and equipment necessary for the operation of performance spaces;

Confers with individuals and groups, both on- and off-campus, and provide information pertaining to facility use and capability, availability of equipment and scheduling. Provides technical assistance to those using the District theatrical and production equipment. Provides advice to users regarding performance production aspects.

Recruits and directs the work of staff and student assistants to provide technical production and ushering support. Provides instruction to staff and volunteers in work and safety procedures.

Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.

Distributes information regarding the facilities to interested parties and encourages use of the facility. Resolves production and facility usage problems.

May perform custodial duties as needed, including but not limited to sweeping, mopping, dusting and movement of equipment and fixtures;

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation;

Knowledge of principles, techniques, methods, and equipment used in technical aspects of theatrical production. Requires in-depth knowledge of lighting and sound design theory and the installation, maintenance, and repair, calibration and integration of lighting, sound, special effects, and other theatrical and event production equipment;

Working knowledge of stage design, scene construction, painting, rigging, and operational methods of scene shops and other theatrical/event support functions;

Skilled in the safe use of hand and power tools and electronic instruments;

In-depth knowledge of safety procedures including the structural integrity of sets and scenes;

Math skills requisite to the requirements of the position (e.g., measuring, computation of space, distance, volume)

Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary;

Knowledge of a wide variety of occupations and occupational requirements.

Knowledge of simple record management duties and responsibilities.

Ability to design and construct stage sets and props, including lighting, sound, and special effects systems. Requires the ability to calibrate and program lighting and sound systems;

Ability to demonstrate proper lighting and sound design, set-up and operation techniques to students and other users of specific facilities;

Ability to fabricate custom items/objects to meet specialized needs and to advise and assist any students/volunteers with construction, carpentry and electrical procedures;

Ability to perform maintenance on repair, diagnose, and troubleshoot carpentry, construction, and electrical tools and equipment;

Establish and maintain cooperative relations with school personnel, parents, students and community members;

Participate in pre-service and in-service education, conferences or formal classes related to assignment;

Knowledge of major legal and safety requirements effecting the school, i.e. first aid procedures, child protection laws, students' rights, etc.;

Ability to communicate with stakeholders in a professional manner;

Ability to work extended and varying schedules, including weekends and evenings, depending upon event schedules;

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

WORKING CONDITIONS

Moderate physical effort requiring the ability to stand and/or walk for extended periods of time. Lift and move equipment and other items weighing up to 75 pounds. Requires the ability to climb (e.g., ladders), stoop, kneel and crouch. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp and operate woodworking equipment, calibration instruments and electrical equipment (e.g., lighting and sound boards)

Ability to hear and discern operating levels from sound systems and equipment. Requires near and far visual acuity to read printed materials, notice moving objects, observe work in progress and to operate equipment;

Moderate stress level.

ENVIRONMENTAL CONDITIONS

Work is performed indoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and power tools.

CONTACTS

Daily contact with students, teachers, school and District staff.

Regular contact with community members and representative of outside entities.

Occasional contact with parent/guardians.

OCCUPATIONAL CERTIFICATES/LICENSES

High school diploma or equivalent.

First Aid and CPR certification.

Valid California driver's license.

At least two years of experience working with stage electronic technology and equipment in a theater or related production facility in an educational environment.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

BOARD APPROVED: August 12, 2008