

PERFORMING ARTS ASSISTANT TECHNICIAN

DEFINITION

Oversees and performs technical duties in Music, Dance, and Theater productions to ensure the proper, safe, and timely construction, painting, rigging, and set-up of stage settings and assigned events; and assists in other aspects of technical work, such as lighting (hanging, circuiting, and focusing), sound.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Executive Vice President, Instruction or his/her designee.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Analyzes scenic plans, and lighting, and sound plots; works from blueprints, drawings, designs, and other renderings in order to execute stage sets, including estimating costs and time needed to complete the set.

Works with production manager and technical staff to assure that construction, painting, rigging, and set-up of stage settings and other assigned events are set- up in a proper, safe, and timely manner.

Provides work direction and assists in the work of stage construction and lighting technical crew; and assists in other aspects of technical work, such as sound.

Assigns work to property masters and crews.

Attends and oversees technical and dress rehearsals to ensure the proper execution of scene, lighting, and sound shifts, properties placement and shifting, and costume changes; confers with faculty director, in order to make sure productions run smoothly.

Ensures the proper use and safe handling of shop tools and equipment by all users; ensures proper maintenance and safety of stage areas.

Oversees the striking of sets following closing performances.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, materials, and terminology used in set construction, lighting, and sound design and set-up.

Safety measures and hazards particular to theater productions.

QUALIFICATIONS (continued)

Basic electrical theory.

Drafting and blueprint readings.

Ability to:

Read and interpret designs, blueprints, renderings, and other drawings in order to execute sets.

Oversee and assist in the construction of stage sets and set-up and rigging of sound and lights.

Establish and maintain effective work relationships with a variety of individuals.

Provide direction in all technical aspects of productions.

Communicate clearly and effectively with others.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

Successful completion of two years of college coursework with a major in Theater Arts or related field and two years of experience providing technical support in areas such as set construction, lighting, and sound.