



# Staff Job Description

DATE	POSITION #	POSITION TITLE
7/24/2019	PS9964	PT Technical – Dart Auditorium Stage Technician

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Arts and Sciences	Business, Communication & the Arts	Technical 2	FA9745

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: PTCTU	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input type="checkbox"/>	Full-Time (40 hrs/wk): <input type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/> <u>28</u> Hrs/Week	Pooled Position: <input checked="" type="checkbox"/>	Type here # of Employees if this position is pooled.
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**JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

Provide technical and customer service support to facilitate the productions in Dart Auditorium (lighting, sound, rigging, and projection), and in other performance spaces and classrooms as assigned. Work with other College divisions as well as outside groups to ensure safe and effective use of the auditorium. Work with design and tech shop areas of Performing Arts in support of all Performing Arts productions. Assist in maintaining facilities, materials and supplies.

**DIRECT REPORTS:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
<u>60</u>	1	Provide theatrical/technical support for Dart Auditorium as used by Performing Arts, other campus groups, and outside clients, including lighting, rigging, and projection, specializing in lighting and electrics.
<u>15</u>	2	Maintain Dart Auditorium facilities (including stage, backstage, catwalks, dressing rooms, sound/lighting booth, office, interior hallways, storage rooms, and loading area), and assist in maintaining materials and supplies.

<b>%</b>	<b>NO.</b>	<b>Essential Duties and Responsibilities</b>
<u>15</u>	3	Provide event support in LCC Black Box Theatre, outdoor Amphitheatre, and classroom spaces as assigned.
<u>5</u>	4	Coordinate event needs with Technical Director.
<u>5</u>	5	Assist scene shop in building sets and props as schedule permits.

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

- Proficiency in using lighting and sound boards, video and slide projectors, fly rail and rigging equipment.
- Experience with electrics and lighting hang/focus.
- Familiarity with theatrical standards and conventions of music, dance, drama, and presentational addresses.
- Basic knowledge of safety and fire code regulations in a public performance space
- Basic knowledge of computer software
- Good verbal and written communication skills
- Telephone communication skills
- Ability to follow directions, take initiative and carry out a project from start to finish with little supervision
- Effective listening and feedback skills
- Excellent customer relations skills
- Ability to respond quickly and positively to customer requests
- Ability to distinguish priorities and/or ask for clarification when necessary
- Ability to adapt to varying task demands and take initiative to develop solutions
- Ability and skills to work in a team environment
- Aware of and responsive to the vision, mission, values and guiding principles of the Arts and Sciences Division, and take initiative to apply them to the work at hand

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

**Required**

- High school diploma
- Minimum of 1 year advanced training and/or equivalent experience in theatrical/event technical support
- Technical theater production skills
- Staging and presentation skills
- Basic computer skills

**PHYSICAL AND MENTAL REQUIREMENTS:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist



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**WORK ENVIRONMENT:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

### SIGNATURES

**Supervisor's Name:** Robert Fernholz      **Supervisor's Signature:** Robert Fernholz      **Date:** 7/25/19

**Dean/ELT's Name:** Andrea Hoagland      **Dean/ELT's Signature:** Andrea Hoagland      **Date:** 7/26/19

**HR Rep:** Sydney Glasscoe      **HR Rep Signature:** Sydney Glasscoe      **Date:** 7/30/19

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** PS9964

**Date:** 7/24/2019

**Supervisor's Position #:** FA9745

**Materials Used:**

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: Translate copy and projection images for theatrical use

**Mental Functions:**

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

**Audio/Visual/Aural Functions:**

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)



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- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

### Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

### Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises