

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Theater Technical Specialist

Salary Grade: 25

Salary Schedule: Classified

Department: Theater

Reports to/Evaluated by: Technical Director

FLSA: Non-exempt

SUMMARY

Coordinates, schedules and oversees student crews, and performs technical work related to the construction of scenery and sets for school/district productions, and use of the scene building areas by students, staff, and the community. Directs stagecraft classes for secondary students and maintains a safe and functional scene shop.

DISTINGUISHING CAREER FEATURES

The Theater Technical Specialist is a specialized position assigned to performing arts productions and curriculum within the District. Advancement to this position requires demonstrated competency to instruct and oversee others in set and scenery construction. Due to the specialized nature of this position, advancement potential to others is limited.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and coordinates scenery construction by meeting with directors, teachers, advisors, and others to determine needs, materials, budgets, timing, and construction requirements.
- Draws construction prints using computer-aided and/or manual drafting techniques, prepares multi-dimensional views, and prepares material lists.
- Searches existing inventory for scenery and materials that can be modified to fit production needs.
- Constructs scenery and sets based on approved designs and performs a variety of skilled carpentry duties such as rough and finish work, painting, and assembly.
- Provides technical oversight, guidance, and training to student theatrical crew members in basic theater practices, theatrical scenery design and construction techniques, and safe work standards.
- Oversees the work of student helpers in the construction of scenery and sets.
- Plans and sequences construction and assembly steps, and schedules student crews accordingly to meet deadlines.

Theater Technical Specialist

Board Approved 10-12-05

- Trains students in use of tools and construction techniques and ensures the cleanliness and organization of the scenery shop and storage areas.
- Maintains continuous accessibility of the shop and storage areas to theater production, class, and outside group uses.
- Stores and inventories scenery that can be re-used and removes or properly disposes of other scenery.
- Documents various work activities including labor and expenses associated with construction and receives and processes invoices for purchased items.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

- **Knowledge of:** Working knowledge of the principles, techniques, methods, and equipment used in the construction of sets and scenery, and other technical aspects of theatrical production. Requires in-depth knowledge of the operational methods of a scene shop, including stage design, scene construction, painting, and rigging. Requires in-depth knowledge of construction scheduling and sequence methods, as well as working knowledge of the installation, maintenance, and repair of lighting, sound, and other theatrical equipment. Requires knowledge of and skill in using computer-aided drafting and desktop productivity software. Requires skill in the use of hand and power tools required for scenery construction. Requires knowledge of safe work procedures and sufficient math skill to compute distance, measurements, quantities, and load-bearing requirements. Requires sufficient skill in the English language to prepare written instructions to student workers. Requires sufficient human relations skill to convey technical concepts to others, train, demonstrate, and assign work.
- **Ability to:** Carry out the essential functions of the position. Requires the ability to plan, organize, sequence, and schedule scenery construction in a way that meets production goals. Requires the ability to use computer-aided and manual drafting and drawing techniques to illustrate scenery and set construction. Requires the ability to perform skilled carpentry duties such as rough and finish work and painting to achieve 3-dimensional effects. Requires the ability to safely use and instruct others in the use of a variety of power and hand tools. Requires the ability to observe, practice, and train others in safe work habits. Requires the ability to obtain certification to use rigging apparatus. Requires the ability to perform work of an active nature, including standing for extended periods, walking up to 400 yards, and manipulating weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds and to climb, stoop, kneel, and crouch regularly. Requires sufficient hand-eye coordination, dexterity, and visual acuity to operate specialized equipment and read technical information. Requires speaking ability to project voice to small groups and carry-on ordinary conversations.

- **Education and Experience:** The position typically requires the equivalent to a Bachelor's degree with courses in technical theater curriculum and two years of experience in design and construction of production scenery. Additional set/scenery construction experience may substitute for some higher education. Requires a valid driver's license and a rigging certificate within a reasonable time.
- **Working Conditions:** Work is performed indoors where safety considerations exist from physical labor and exposure to tools, moving objects, dust, and noise extremes.