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|  | **JOB DESCRIPTION** |

**JOB TITLE:** TheaterTechnical Assistant

**DEPARTMENT:** Theater **FLSA:** Non-Exempt, Part-Time

**LOCATION:** Union Campus **LEVEL:** 103

**REPORTS TO:** Division Chair, Theater Faculty **DATE:** 07/28/2015

**POSITION SUMMARY:** Assist the Performing Arts staff with the technical operations of the Performing Arts Center.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) High School Diploma; two years full-time work related experience in theater or related field.

**ESSENTIAL TASKS:**

* Assist with the coordination of productions with internal/external event representatives in order to prepare for facilities requirements;
* Inspect and perform equipment and system maintenance and refurbishing as needed.
* Prepare Performing Arts Center and other assigned spaces for performances, setting and focusing lights, setting up the sound system; program lighting computer to ensure proper timing of lights.
* Communicate with fine arts staff to coordinate productions, work with performers and performance groups, and other issues related to the performing arts center operations.
* Organize and maintain the areas related to the Performing Arts, including the Costume room, Green Room, Dressing Rooms, and Makeup Room and other areas as assigned.
* Assist with room set up for internal/external facility requests for the performing arts center.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

**KNOWLEDGE, SKILLS and ABILITIES:**

* Working knowledge of techniques and methods of stage, lighting, sound and communications design, installation and preparation for theatrical or related performances.
* Ability to operate technical lighting, sound equipment and systems.
* Knowledge of electronics, stage equipment and rigging, and audio-visual media.
* Knowledge of computerized and manual stage lighting control systems.
* Knowledge and use of proper lifting techniques.
* Ability to provide technical guidance and input into the technical operation of the performing arts center.
* Ability to safely operate and maintain technical theatre tools and equipment.
* Proficient computer skills.
* Excellent communication skills and customer service skills.
* Ability to work or meet in the evenings and/or on weekends

**COMMUNICATION SKILLS:**

Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to make routine work decisions independently and perform duties using perceptive judgment and discretion; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

**EQUIPMENT/SOFTWARE:** Use oflighting, sound equipment and systems; computerized and manual stage lighting control systems; use office machines such as computers, telephones, copiers; may use hand-held power equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

* **Environment:** Indoor environment; some noise, dust, variance in temperatures, moisture and/or humidity, paint fumes during stage construction; exposure to electrical hazards, mechanical hazards, chemical hazards, explosive hazards, and/or burn hazards; work schedule may require evening and weekend shifts.
* **Physical:** While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms and talk or hear; the employee is occasionally required to sit and stand; position requires frequently lifting/moving up to 10 pounds; and requires regularly lifting up to 25 pounds; may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

**POSITIONS SUPERVISED:** None

**Signatures:**

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

**NOTICE OF NON-DISCRIMINATION** – *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Center Center, telephone number 636-584-6710 or* ***hrnotice@eastcentral.edu****.*