

**College of the Siskiyous
Job Description**

Job Title: Performing Arts Specialist

FLSA: Non Exempt

Group: Classified

Salary Class: N

Salary Schedule: Classified

Job Summary

Under the general direction of the Area Director-Arts and Languages participate in a variety of skilled and semi-skilled activities related to theater productions and performances.

Class Characteristics

Perform a variety of technical functions requiring creativeness and resourcefulness in the operation of the theater facility. Receive limited supervision within a broad framework of standard policies and procedures.

Essential Duties and Responsibilities include the following

Plan and perform technical stagecraft duties including sound set-ups, and lighting set-up, including hanging and focusing of stage instruments.

Coordinate stage placement of all furniture with the maintenance department, for theater productions.

Supervise and train student technicians; hire and supervise box office crews.

Serve as Technical Director and House Manager for all events in the theater.

Maintain contact with paraprofessionals and professionals in the field of theater arts.

Instruct and supervise students in the proper methods of stage lighting, set construction, and painting of stage scenery, props, and backdrops; rig special scenery used with counterweight system.

Serve as in-house stage carpenter for all theater events; repair all theater equipment; run sound and lights shows.

Confer with administrators, instructors, students, performers, and other parties in coordinating theatrical events; make and maintain theater calendar; book the theater as appropriate.

Oversee students in the use of tools and equipment used in stagecraft work including carpentry, welding and wiring.

Build and repair scenery and stage properties; maintain performing spaces in safe condition.

Assume responsibility for technical support for all events scheduled in the auditorium; coordinate with Media Services.

Maintain inventory of carpentry tools, painting equipment, switchboards, sound equipment and lighting facilities for proper working order.

Perform routine maintenance of all stage, sound, and lighting equipment and tools; monitor and ensure the safety of stage activities; responsible for housekeeping of the stage and scene shop.

Provide school tours of the Performing Arts Facility; serve as college liaison for all incoming shows.

Distribute payments for performers.

Perform other related duties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of training and experience equivalent to the completion of approximately two years of college level course work in stage technology, stage management and theory of set construction, lighting and design, and two years of recent technical stagecraft or related experience.

Knowledge: Knowledge of stage operation equipment including lighting, sound, rigging, and set construction; repairs and schematics; lighting design and light plots; stage-set design, floor plans, elevations, and construction. Proper storage and care of stagecraft equipment and tools; sound equipment including microphones, amplifiers and loudspeakers; safety rules and regulations; computers and word processing programs.

Ability: Ability to learn methods used in modernized stagecraft and stage operation; operate technical lighting and sound systems; create and implement floor plans and working drawings for set design; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise, and firmness; meet the physical requirements of the job; supervise and participate in the use and operation of the theater; design sets; enforce safety and fire regulations; make routine repairs and adjustment to theater equipment and supplies; operate theater and technological equipment; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/ Work Environment: Some heavy physical effort which may include frequent standing, walking, and lifting or moving of heavy parcels, machines or equipment of 50 or more pounds; frequent activities requiring full body exertion. Indoor/outdoor work environment with some exposure to environmental extremes.

Licenses and Certificates: When driving a district vehicle, a valid California Driver's License and evidence of automobile insurance, based on DMV regulations, may be requested.

