

## **PERFORMING ARTS TECHNICIAN (RHS PAT)**

### **Definition**

Under supervision of the Reedley High School Assistant Principal - Administrative Services assumes responsibility for the operation and custodial maintenance of a large auditorium, provides technical assistance for other District-owned sound equipment, and other related work as required.

### **Essential Duties**

1. Coordinate the technical operations and activities of the Performing Arts Theatre;
2. Participate in the preparation of the stage, sets, and related equipment for auditorium production;
3. Receive indirect supervision from school site administrators within a broad framework of policies and procedures;
4. Responsible for the timely coordination and supervision of all technical aspects of scheduled productions in the auditorium including curtains and sets, lights and lighting systems, sound and sound systems, video cameras, VCRs and other audio-visual equipment;
5. Schedule and confirm all events at auditorium site and maintain calendar of events;
6. Confer and consult with auditorium applicants and production groups regarding technical and staff requirements for planned production;
7. Monitor all programs considering audience/performer safety;
8. Quickly and accurately identify and correct problem situations or areas;
9. Establish and maintain effective work relationships with those contacted in the performance of required duties; and
10. Provide data to the Reedley High School administration for annual budget preparation.
11. Responsible for total custodial and maintenance of P.A.T. facility.
12. Assist in the design of set for productions at the P.A.T.
13. Assist students in the operation of theatre equipment.

### **Work Schedule**

The regular daily work shift is eight hours. The starting and ending time of each daily 8-hour work shift may vary from day to day and will be assigned by the District at its discretion based on overall needs and the scheduled use of the Performing Arts Theatre by the District and other outside agencies.

### **Qualifications**

#### **Knowledge of:**

1. Techniques of stage preparation for theatrical or related productions;
2. Operation of lighting consoles, sound systems and spotlights of various types; and
3. Fire and safety equipment for the safe operation of an auditorium stage.

#### **License:**

Valid California Driver's License.

#### **Education:**

High school diploma or equivalent.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit and walk. The employee continuously will bend or twist at the neck more than the average person and frequently bend at the trunk. The employee occasionally will reach above the head and frequently reach forward. The employee will climb onto man-lifts. The position requires the employee to be able to have continuous hand/grip strength. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as camera and sound equipment. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus and depth perception. While performing the duties of this job the employee must be able to tell where a sound is coming from to correct malfunctioning monitors. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works in-doors, but will occasionally work outdoors. Occasionally the employee will work in confined spaces. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.