



Job Description

Job Title:	Theatre Technician	Department:	Education High School
Schedule:	10 months per year / About 219 days per year	Reports To:	Assistant Principal
Classification:	Class 16	Prepared By:	HRA Job #131/DDSD HR
		Prepared Date:	2023
FLSA Status:	Non-Exempt	Approved By:	HR
		Approved Date:	12/12/2023

SUMMARY

To coordinate the technical aspects of the theatrical productions and the additional activities in the Performing Arts Center at David Douglas High School.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

Responsibilities regarding the theatrical productions: musical, spring production:

- Design the sets, lights, and sound for all major productions.
 - Includes, but is not limited to, initial sketches, floor plans, constructions drawings, elevations, lighting, and sound plots.
- Oversee all crew in the building and operation of the sets.
- Oversee all crew in the hanging of lights and the operations of the lighting equipment.
- Oversee all crew in the development and the operation of the sound systems.
- Order and maintain records of supply purchases to be used in all productions.
- Maintain, test, and perform minor repairs on stage, light and sound equipment.
- Provide technical coordination with the director, choreographer, designers, and orchestra to ensure continuity of productions.
- Attend all productions in order to oversee and monitor operations.
- Report directly to the director of the production.

Responsibilities regarding the One Act Festival:

- Work as a lead in all areas of technical theatre with student designers.
- Order and maintain records of supply purchases to be used.
- Continue to maintain, test, and perform minor repairs on stage, light and sound equipment.
- Attend all productions in order to oversee and monitor operations.
- Report directly to the certified supervisor of the One Acts.

Responsibilities regarding the technical theatre classes:

- Oversee and lead the Advanced Class (ADS).
- Advanced instruction in safety, construction, lighting, and sound for all productions.
- Instruction in the design process.
- Maintain records of class hours, participation and set design requirements.
- Oversee all designs for the One Act Festival.
- Oversee the Intro and Advanced Stagecraft classes during the construction units.
- Assist the Stagecraft teacher with demonstrations during the safety and construction units.
- Reports to certified teacher of record of Advanced Stage Craft.



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Responsibilities regarding additional use of the Performing Arts Center:

- Serve as liaison between the booking office and client users as scheduling is completed.
- Meet with clients as necessary to discuss building usage, guidelines, and capabilities.
- Meet client's need for staging and technical set up as appropriate.
- Oversee the running of the event for the client.
- Maintain a calendar of building usage with blackout dates and events.
- Reports to Principal.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities, may train and support staff.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be highly self-directed and experienced working in a self-directed manner.
- This job requires flexible hours.
- One must be available during various times of the day, evenings, and some weekends.
- Schedules can be adjusted for the event commitments.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- High School diploma or equivalent in professional theatre productions.
- Significant experience design sets, lights and sound and the constructions and execution of these designs at either the professional or university level.
- Experience working with students as a supervisor and an instructor.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

The job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.



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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oregon Driver's License.

WORK ENVIRONMENT

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves the use of office or equipment where some agility and hand eye coordination are needed.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

Positions at this level are expected to perform with a degree of independence for both regular work and special project work. Work is only reviewed on as needed basis. Work done which contains errors or omissions may not be identified internally. Guidance and direction are available upon request. Work requires decision-making.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Employee Signature:		
Employee Name:		
Date:		