

**ASSISTANT TECHNICAL DIRECTOR –
HARRIS CENTER FOR THE ARTS**

DEFINITION

Under supervision of the assigned supervisor/manager, assist the Technical Director with planning, organizing, directing and supporting the technical aspects of events and activities of the Harris Center for the Arts, including, but not limited to, stage set-up, lighting, sound, related production functions for professional, student and community productions and other related work as required.

TYPICAL DUTIES

Assist with overseeing and controlling technical aspects of daily event operations, including the planning, organizing and directing of event load-ins, set-ups, and strikes, and use of the facility's sound, lighting, stage and other technical equipment and systems; act as lead for technical operations in the absence of the Technical Director; oversee and coordinate the work assignments of theater technical personnel in the Technical Director's absence; assist with the recruitment and training of temporary employees; direct and coordinate the work assignments of temporary classified staff (e.g., a pool of 15-40 stagehands); work with Technical Director to ensure appropriate levels of staffing and supervision for presented, rental, and academic events and activities; provide written reports documenting technical operations, such as stage supervisor reports, incident reports, and technical event summaries (indicating staffing, equipment and facility usage) needed to settle events; interact with facility users, Center staff and other college and district personnel when planning, coordinating and executing center programs, services and events; oversee, direct and coordinate the use of assigned areas (e.g., stages and backstage areas) and equipment by outside entities and academic departments; in advance of events, assist with contacting student organizations, campus departments, community organizations, commercial promoters and other users to ascertain the technical requirements and staffing needs of their events, and prepare written advance sheets with cost estimates to document, summarize and communicate these discussions; assist with the review and compliance of technical riders for artists, working with artists' staff to ensure events are successfully coordinated; ensure compliance with policies and procedures of the center, college and district; assist in developing and instituting Center policies and procedures; assist with budget planning and expense monitoring for technical equipment and staffing; assist the Technical Director in their role as chief safety officer for the stage and backstage areas with the development, implementation and monitoring of a safety program; perform and coordinate limited set construction, painting, rigging and other theatre craft activities as needed; assist in the specification and purchase of equipment and equipment upgrades; work with a wide variety of vendors to obtain supplies, rental equipment and services in conformance with related policies and procedures; help to develop and oversee a program for equipment inventory and security; assist with development and execution of a preventative maintenance program for technical equipment and theatre systems; inspect, monitor and evaluate theatrical equipment and work-related conditions to determine compliance with prescribed operating, safety and manufacturer's guidelines; train staff in proper maintenance and use of equipment; enter data and other information into computers to assist with coordinating of events, maintaining of records, and communication with others; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years of related experience in a professional theatrical "Road House" setting, including coordination of stage operations and practical experience working with modern sound and computerized lighting systems.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

A bachelor's degree from an accredited institution in technical theater or related field; **OR**, an associate's degree from an accredited institution in technical theater or related field, **AND** two additional years of experience (total of five years experience); **OR**, five additional years of relevant experience (total of eight years experience).

One year of education is equal to 30 semester units.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Modern sound and/or computerized lighting systems; proficiency in lighting and/or sound design; stage rigging and counterweight systems and standard practices for their operations; electricity and electrical circuits; use and handling of hazardous materials and chemicals; safety precautions as represented in OSHA/Cal OSHA specifications; applicable policies, regulations, procedures and processes; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; basic principles of leadership, oversight and training; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; basic knowledge of budgets and budgetary control; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work a flexible schedule as needed to perform specific jobs and/or assignments; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally

and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; read, understand, interpret and implement from technical riders and other written documents (such as blueprints, CAD drawings, sketches, schematics, ground plans, sections, manuals, etc.); effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

Physical and Environmental Factors: Lift up to 50 lbs. without assistance, and loads greater than this with assistance; occasionally exert 10 to 25 lbs of force to lift, carry, push, pull or otherwise move objects; stand and maneuver for extended periods; climb ladders, operate personnel lifts, and work at heights more than 12 feet above the ground for extended periods. Must wear personal protective and safety gear when appropriate. Exposure to sharp blades from hand and power tools, and chemical fumes from glues, solvents, cleaners, and adhesives.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Theatrical lighting instruments, follow spotlights, computerized lighting control systems, sound equipment, video equipment, audio and video recording systems, stage rigging systems, digital projectors, personnel lifts, hand tools, power tools, painting tools, electrical testing equipment, and other equipment common to the field in which the position is assigned; current office technologies including computers, printers, faxes, telephones and copiers.