

INSTRUCTIONAL ASSISTANT

Theatre/Music

DEFINITION

Under general supervision of assigned manager/supervisor, assists faculty by working with students individually or in groups in the improvement of academic knowledge and technical skill; performs technical duties as required corresponding to the production/performance schedules of the Theatre and Music Departments and does related work as required.

TYPICAL DUTIES

Constructs scenery for theatre productions; oversees student work in stagecraft and lighting labs; hangs and focuses lights; and performs technical duties required for the safe and efficient production of music concerts, theatre performances, and related laboratories. Oversees the use of the music practice rooms and laboratories as assigned; sets up sound systems for concerts and productions; performs sound recording as assigned; stage-manages and/or house-manages performances; and performs related duties as required.

QUALIFICATIONS

EXPERIENCE

One year of successful experience performing technical/production duties including hanging and focusing lights, setting-up and operating sound systems, recording sound and computerized sound, constructing scenery, stage and house managing, and setting-up music ensembles. (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

Completion of an Associate's Degree in Theatre Arts or 60 semester units (90 quarter units) with 27 units in theatre arts courses. NOTE: Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.

KNOWLEDGE OF

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of numbers, their operations, and interrelationships including arithmetic and its applications. Knowledge of stage scenery construction; stage rigging and stage machinery; the use of power and hand tools; and proper care and handling of musical instruments. Knowledge of basic technical theatre practices, including sound, lighting, scenery, stage and house managing; and lighting boards and audio systems. Knowledge of administrative, record keeping, and clerical procedures and systems; and basic computer applications.

SKILLS IN

Skill in training others how to do something; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in assessing how well one is doing when learning or doing something; and reorganizing information to get a better approach to problems or tasks. Skill in listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; and

observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in managing one's own time; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and good judgment; work as a member of a team; and meet schedules and time lines. The ability to work with culturally and academically diverse students. The ability to operate sound and lighting systems for productions and concerts; hang and focus lights; set-up sound systems; and stage and house manage. The ability to problem-solve and troubleshoot technical problems encountered in theatre and music productions and concerts; operate hand and power tools; and operate stage rigging and stage machinery. The ability to construct scenery and props; use computer-based sound production equipment; maintain equipment; and use safe work practices. The ability to assist in overseeing students in laboratories; provide laboratory support for instruction in technical areas; and adapt to unforeseen events in a technical theatre environment. The ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.

PHYSICAL AND ENVIRONMENTAL FACTORS

Lift up to 50 pounds unassisted and over 50 pounds with assistance (objects are sometimes lifted from the floor level to above the shoulder); and work comfortably at heights on ladders.

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

Computers, hand and power tools, sound, lighting, scenery, stage and house managing equipment; lighting boards and audio systems.