



## Senior Stage Technician

### ***Purpose of the role:***

Under direction, assigns, supervises and inspects the work of stage personnel assigned to the Fred Kavli Theatre and/or the Scherr Forum Theatre; serves as technical representative to groups using the facilities; serves as the assistant to the Technical Production Manager; and performs related duties as assigned.

### ***Distinguishing Characteristics:***

This is a working supervisor responsible for scheduling, assigning, inspecting, and participating in the work of stage crews assigned to work in the Fred Kavli Theatre or Scherr Forum Theatre.

### ***Essential Duties and Responsibilities:***

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

- Schedules, supervises, assigns, and evaluates the work of stage personnel assigned to work in the Fred Kavli Theatre or Scherr Forum Theatre; coordinates backstage activities with House Supervisor including getting ushers; ensures that crews meet established goals.
- Collects advance information regarding the needs for each visiting production company; establishes local crew and technical needs; maintains files to help facilitate repeat visits.
- Participates in choosing the appropriate crew for each event; calls for the availability of personnel; publishes a crew schedule on a monthly basis.
- Directs the load in, assembly and striking of incoming shows in potentially adverse conditions, that may include heights, loud noises, large crowds, darkness and/or confined spaces.
- Instructs and trains personnel in the use of equipment and safe work practices; ensures all activities are conducted in a safe manner.
- Inspects job sites to determine work required and evaluate job performance; inspects work in progress or upon completion; recommends and implements disciplinary action as necessary.
- Estimates personnel, time, materials, and equipment requirements for assigned jobs; requisitions materials as required.
- Arranges for equipment rental and/or repairs for visiting companies.
- Prepares a variety of records and reports including time cards, worksheets, accident reports, and maintenance requests; compiles billing for backstage technical staffing, rentals, purchases, and

services; inputs information into computer.

- Oversees maintenance of all theatre systems; initiates repair and replacement procedures as necessary.
- Responds to questions or complaints from user departments, clients, and potential users regarding facility rentals and public events.
- Ensures adherence to safe work practices and procedures;; conducts safety meetings.
- Coordinates stage activities with presenters, promoters, community groups, City staff, and other client users of theatre venues.
- Assists the Theatres Director in scheduling events for assigned theatres; meets with director to avoid conflicts in scheduling.
- Attends and participates in meetings and committees as assigned.
- Responds to emergency situations as necessary.
- Acts for the Technical Production Manager in his/her absence.
- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Operations, services, and activities of a technical theatre program.
- Principles of lead supervision and training.
- Principles, methods, materials, tools and equipment used in stage work.
- Principle of design aspects.
- Operation and maintenance of a wide variety of hand and power tools and equipment used in stage work.
- Principles and practices of stage lighting including hanging and focusing lighting instruments.
- Principles and practice of theatre sound including use and placement of microphones, patching of audio signal paths, use of processing equipment, and speaker placements.
- Principles and practices of theatre rigging including use of a counterweight fly system, and operation of curtains and drops.
- Rope knots and use of wire rope.
- Principles of electrical theory as applied to electrical circuits and wiring systems.
- Methods and techniques of maintaining, installing and repairing electrical systems and equipment.
- Operating characteristics and application of electrical test equipment.
- Methods and techniques of troubleshooting electric and electronic systems and components.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Occupational hazards and standard safety practices.
- Local fire code.

***Desired  
Minimum  
Qualifications:***

Ability to:

- Plan, estimate, coordinate, evaluate, and schedule the work of a stage staff.
- Prepare and maintain a variety of basic written records and reports using standard office and computer equipment.
- Operate and maintain tools and equipment used in the field.
- Identify and implement effective courses of action to complete assigned work.
- Coordinate staff assignments with other presenters, promoters, community groups, City staff, and other client users of theatre venues.
- Evaluate venue equipment needs and recommend additions or replacements.
- Read and interpret blueprints, technical drawings, and schematics.
- Adapt to changing conditions.
- Problem solve and find quick solutions.
- Perform assigned work in accordance with appropriate safety practices and regulations.
- Utilize standard office equipment including computers and related software applications.
- Learn and apply new information or new skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Strategic Thinker
- Customer-Focused
- Accountable
- Planner and Organizer
- Interpersonally Effective
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in theatre arts or a related field.

**Education and  
Experience  
Guidelines:**

**Experience:**

Two years of experience at a level comparable to the Stage Technician with the City of Thousand Oaks.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

*The conditions herein 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 job functions.*

**Physical and  
Environmental  
Conditions:**

**Physical:** Sufficient physical ability to work in a theatre setting; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Theatre setting; may be required to work extended hours including nights, evenings, and weekends; occasionally works in outside weather conditions near moving mechanical parts; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; works in precarious places; occasionally works around loud noise levels; interacts with City staff, other organizations and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: