



## PERSONNEL COMMISSION

**Class Code: 0379**  
**Salary Range: 22 (C1)**

### STAGE TECHNICIAN

#### JOB SUMMARY

Under general supervision, perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; train and provide work direction and guidance to students in the technical operation of the theater and equipment; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment including stage, sound and lighting systems; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and provide work direction and guidance to students in the technical operation of the theater including design, construction, set up and strike down of sets and effective and safe use of stage equipment including hand and power tools. **E**
- Operate and train students in proper methods utilized in the operation of computerized lighting, sound, and projection equipment including multi-channel microphones, audio systems and intelligent lighting systems. **E**
- Communicate with school site administration, teachers and personnel to coordinate theater activities and events, exchange information and resolve issues and concerns; attend a variety of meetings. **E**
- Read scripts and production outlines to determine appropriate cues for lighting, sound, curtain and scene changes; visualize, plan, design and construct sets and props. **E**
- Locate backdrops, props and other materials to meet the needs of productions and events; confer with vendors and outside agencies regarding costs of purchasing, renting or borrowing props and other materials; arrange for the pick up and return of items. **E**
- Direct student stage crews through headphones during events and productions including scene, lighting, sound and curtain changes; maintain a safe working environment within the theater. **E**
- Assure master calendar production schedules and deadlines are met and are within established budgetary guidelines. **E**
- Observe and monitor student progress related to stage technology course objectives such as scenery design, set construction, lighting and sound design, collaborative

work concepts, and safety practices; offer positive and constructive feedback to student stage crew members. **E**

- Serve as a representative of the school site and make arrangements with outside groups regarding the use of the theater and availability of equipment; conduct tours of theater facilities as requested. **E**
- Coordinate stage operations for student performances and community, commercial and other outside groups; assure proper coverage of student crew members at scheduled events. **E**
- Prepare and maintain Cyclorama and stage floor; make repairs and train students to repair lighting, rigging, props, curtains, drops and other stage equipment including electrical cables, adapters and pulleys; place work orders for repairs as needed. **E**
- Maintain a variety of records related to assigned activities; record student stage crew daily attendance and at productions and events. **E**
- Maintain inventory of theater supplies and equipment; confer with site personnel regarding the acquisition of supplies and equipment. **E**
- Operate a variety of office equipment including a computer and assigned software; operate a wide variety of stage equipment and hand and power tools. **E**
- Administer first aid or necessary physical assistance to ill or distressed students. **E**
- Report facility and theater maintenance concerns to appropriate personnel. **E**

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Stage Technician is responsible for the technical operations of a stage in a senior high school auditorium and directs and monitors student stage crews. The Stage Technician is responsible for the overall operation of productions and events held in the school auditorium and at other off-site locations as necessary. Incumbents train and provide work direction and guidance to students in the technical operation of the theater including design, construction, set up and strike down of sets and effective and safe use of stage equipment including hand and power tools.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Stage craft and proper stage operations including rigging, sound, lighting, projection, stage management and set construction.

Theater equipment and technical terminology used in theatrical productions.

Methods used to clean and maintain a stage and scenic design shop environment.

Applicable laws, codes, rules and regulations such as CAL-OSHA regulations and health and fire codes.

Principals and practices of training and providing work direction and guidance to others.

General carpentry, painting, lighting, stage repair, color schemes and their applications.

Proper operation of hand and power tools.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

Operation of a variety of office equipment including a computer and assigned software.

Basic first aid.

**Ability to:**

Perform a variety of technical duties in the planning, design, construction, operation and maintenance of theater sets, materials and equipment.

Visualize, design and construct production sets.

Set up and strike down sets.

Train and provide work direction and guidance to student stage crew members.

Operate and make repairs to lighting, rigging, props, curtains, drops and other stage equipment including electrical cables, adapters and pulleys.

Learn educational goals and objectives related to the performing arts.

Motivate students to utilize proper methods and procedures used in stage production.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Maintain a positive working attitude and be flexible to changing priorities and schedules.

Communicate effectively both orally and in writing.

Set priorities and meet schedules and deadlines.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Operate a wide variety of stage equipment and hand and power tools

Operate a variety of office equipment including a computer and assigned software.

Maintain records and inventory.

Administer first aid or necessary physical assistance to ill or distressed students.

**Education and Training**

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; Or
2. Attainment of an Associate of Arts degree or higher degree; Or
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

In addition to the above standards, applicants must provide proof of completion of coursework, training or certification in various aspects of theater production and staging such as scenic design, construction, art, lighting and carpentry.

**Experience:**

Two years of experience in stage design and operation.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered, however, experience cannot substitute for the required minimum education.

**SPECIAL REQUIREMENTS**

Some positions in this classification may require the use of a personal automobile and the possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Theater and office environment.  
Indoor and outdoor locations.  
Evening, weekend and varied hours.  
Working at heights.  
Working around and with machinery having moving parts.  
Working with power tools.  
Exposure to dirt, dust, paint and other solvents.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate equipment and tools.  
Seeing to perform work.  
Standing and walking for extended periods of time.  
Lifting, carrying, pushing and pulling heavy objects such as sets, scenery and props.  
Climbing ladders, stairs and scaffolding.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling, crouching, or crawling.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 08/11/1994  
Revised: 1/30/2003  
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