

DESERT COMMUNITY COLLEGE DISTRICT

ARTS TECHNICIAN

BASIC FUNCTION

Under the direction of the Dean, Social Science and Arts, provide technical support and perform skilled installation, operation, maintenance and repair of a variety of audio-visual equipment including cameras, lighting and sound systems used in theatrical productions, art gallery exhibitions and events at the Walter N. Marks Center for the Arts, and District and/or public events; perform training of faculty and staff in media equipment in campus theatres. Design, build and oversee the construction of theatrical sets and props; direct and oversee use of theatrical equipment and facilities and maintain electronic inventory and usage records of performing arts facilities, equipment and supplies.

REPRESENTATIVE DUTIES

1. Operate, maintain and repair theatrical and art gallery equipment and facilities including cameras, and sound systems, stage and seating areas in the theatres and art gallery. **E**
2. Program and operate sound and lighting equipment in theatre technical booths and art gallery. **E**
3. Hang and focus lighting instruments in theatres and art gallery. **E**
4. Assemble, install, repair and perform major and routine maintenance on theatre and art gallery lighting and sound systems. **E**
5. Perform major and routine maintenance tasks in stage and seating areas (includes drapery, rigging, seating, floors, change lamps, etc.)**E**
6. Direct and oversee faculty, staff, student and public use of theatre and art gallery equipment and facilities; provide technical support for such. **E**
7. Update and maintain event calendars (print and web) for Theatre, Art and Social Science events. **E**
8. Oversee, operate and maintain scene shop, related tools and equipment. **E**
9. Direct and oversee crews during set/prop construction, load-in hanging, rigging, focusing of lighting equipment, breakdown and storage of sets for productions/workshops; oversee disposal of hazardous materials (paint, etc.) used in the construction and finishing of theatrical sets. **E**
10. Build and design sets for mainstage theatrical productions performed on campus and in the McCallum Theatre. **E**
11. Construct set pieces/props in accordance with drawings/schematics/architectural plans as provided by set designer and as requested by faculty and approved by the Division Dean. **E**
12. Design and implement sound and light plots as assigned. **E**
13. Purchase and pick up construction materials.
14. Arrange rentals of scenic drops when necessary.
15. Load, deliver and assemble set pieces, props, etc. to appropriate venues.
16. Set-up pieces in accordance with designer's plans. **E**
17. Design and implement interior organizational floor plan for scene shop (including storage area).**E**
18. Assemble, install, operate, repair and perform major, as well as routine, maintenance on a variety of tools and equipment, including the full range of power tools used for set construction and finishing (drills, saws, soldering equipment, paint sprayers, welding, etc.); lift moderately heavy items as necessary. **E**
19. Provide technical support to Walter N. Marks Center for the Arts as needed, including assistance with maintaining gallery facilities, lighting system, and audio-visual equipment; painting gallery walls and pedestals; and assistance with loading and unloading of artworks for installing and de-installing exhibitions. **E**
20. Meet with faculty/staff to coordinate theatrical facilities and provide technical support for performing arts workshops, class projects, campus meetings, etc. **E**
21. Meet with representatives of outside organizations to coordinate technical support needs when facilities are rented. **E**

22. Meet with production directors and faculty at the request of the Division Dean. *E*
23. Create and maintain electronic inventory and usage records related to performing arts facilities, equipment set pieces, props, costumes, tools and supplies. *E*
24. Assist in the updating of related equipment information and procedural manuals; design equipment installation; make recommendations concerning upgrading and purchasing equipment as required. *E*
25. Attend production meetings as assigned.
26. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Various types of audio and visual equipment and materials; basic principles and philosophies of stage production; stage equipment (including state-of-the-art lighting and sound systems); stage and scene shop safety (in accordance with campus policies); set design, construction, painting techniques, striking and storage; operational methods of scene shop and other theatrical support functions; various types of electronic test equipment and tools used in audio-visual repair work; operation and function of sound recording; record-keeping techniques; oral and written communication skills; inventory methods and practices; technical aspects of field of specialty; use and care of hand and power tools; basic computer skills.

Ability to: Perform skilled installation, operation, maintenance and repair of a variety of lighting, sound, camera and other theatrical/technical equipment; build and/or make repairs/adjustments to set pieces, props and equipment; read and interpret drawings, schematics and manuals; direct and oversee faculty, staff, student and public use of theatre equipment and facilities; coordinate multiple projects and meet deadlines; properly inventory theatre materials and equipment; communicate effectively both orally and in writing; maintain records and prepare reports; operate a computer and related audio-visual equipment; understand and work within scope of authority; establish and maintain cooperative and effective working relationships with others; remain current as to advances in the professional world of technical theatre and theatrical equipment; lift moderately heavy objects; sit or stand for extended periods of time; reach above head; bend at the waist, kneel or crouch to perform repairs.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and four (4) years experience involving audio visual and technical theatre production.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Indoor work environment. Constant interruptions. Driving a vehicle to conduct work. May require evening and weekend assignments.

EMPLOYMENT STATUS

Classified Bargaining Unit

E=Essential Functions