

## 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