



## City of Irving Job Description

### Senior Theater Technician

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Arts & Culture
<b>Job Code:</b>	03282	<b>Reports To (Job Title):</b>	Asst. Technical Theater Coordinator

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#### **PURPOSE**

Supervises Theater Technicians & Theater Technicians II and assist volunteer groups, while providing a higher skill set and knowledge of theater operations in the setup, operation and strike of presentations in and around the Irving Arts Center. Ensure stage labor & equipment needs are met to accomplish production goals.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Act as liaison between client and event staff to ensure production needs are met.
- Operate all theatrically related equipment in a proper and safe manner.
- Assist in the supervision and coordination of stage and other facility related activities.
- Provide supervision and assist with assignments of Theater Technicians & Theater Technicians II.
- Oversee and assist with the movement and set up of equipment & materials within the Arts Center.
- Supervise the operation and maintenance of all Theater related equipment and systems including but not limited to Theatre lighting, audio, rigging / counterweight fly systems and scene shop equipment and tools.
- Communicate with clients, both internal and external, to accomplish production goals.
- Ensure that all Arts Center safety policies and procedures are followed and enforced.
- Maintain accurate maintenance and inventory records.
- Oversee and encourage ongoing staff training in the safe operation of all theatre related equipment and systems.
- Assist and instruct user groups in the proper and safe construction methods of sets and scenery when assigned.
- Ensure that the post event operations reports are complete and submitted as required following the event, investigate any issues reported and notify supervisors with results, explaining any issues, problems or contract deviations in detail.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assist and supervise the maintenance of equipment and other projects as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 11 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Maintenance and reporting of P-Card purchases on a monthly basis.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Minimum HS diploma or equivalent.
- At least one (1) year of college in Theatre Arts would be beneficial.

### **EXPERIENCE**

- Minimum three (3) years of experience as production crew *lead* in theatre or related field.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- ETCP certification as a Theatrical Rigger or Entertainment Electrician *preferred*.

### **KNOWLEDGE OF**

- Theatrical Lighting, Audio, Rigging / counterweight systems.
- Basic carpentry and scenic construction.

### **SKILLS AND ABILITIES IN**

- Office & Industry Software: Using word processing, spreadsheet, facilities scheduling software applications; also, the ability to use software pertaining to the Theatre industry, which includes but is not limited to lighting and audio design software implementation, and operation of computerized lighting and audio consoles and related equipment.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, one-on-one or with groups, so others will understand.
- Time Management: Managing time wisely to complete assignments on time.

## **GUIDANCE RECEIVED**

### **Detailed Instructions and Standardized Procedures**

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

## **CONTACTS**

Daily communication with co-workers and administrative staff; also, weekly communication with clientele as assigned.

## **EQUIPMENT AND PROPERTY**

Computers and related software; Lighting, audio, rigging, saws and related hand tools utilized in basic scenic construction.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to balance, carry, climb, drive a vehicle, grasp, handle, feel, kneel, lift, listen, pull/push, reach, see, sit, stand, smell, stand, stoop, talk, and walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee's work environment includes Electrical hazards, high work places, limited illumination, moving mechanical parts, as well as noise. The job requires him or her to make decisions impacting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.