



JOB TITLE: THEATRE ASSISTANT

Classification: Classified
Salary Range: 20

Retirement Type: PERS*
Revised/Board Approved: October 18, 2004

BASIC FUNCTION:

Under the general supervision of the Director or direction of the assigned supervisor, perform general stage duties which consist of lighting, sound, stage construction, painting and rigging for rehearsals and performances in the performance locations.

REPRESENTATIVE DUTIES:

Assist with the construction of stage scenery and properties working from blueprints, diagrams, plans or drawings.

Assist in hanging, focusing lighting equipment, set-up of microphones and speakers, scene painting and flameproofing, rigging, flying or repairing curtains and scenery.

Program cues and operate sound and/or light boards as assigned.

Mentor students as assigned.

Operate a variety of hand and power tools and technical equipment used in the theater productions; observe safety precautions and regulations.

Set up and operate lighting and sound equipment including computerized and manual boards.

Maintain records and inventories as assigned.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by course work in stagecraft, theater production or related field and two years experience assisting in lighting, sound, set construction or related stage production areas.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Methods of lighting, sound and stagecraft/construction.

Types and uses of lighting, sound, stage and shop equipment.

Basic record-keeping techniques.

Health and safety regulations.

Abilities/Skills:

Set up, operate and run lighting and sound equipment in campus facilities including computerized and manual boards and related equipment.

Construct, paint, flameproof and rig stage scenery and properties.

Operate and demonstrate proper use of stage and shop equipment including hand and power tools.

Maintain records and inventories.

Work cooperatively with others.

Work nights and weekend hours as needed.

Assist with sound, lighting and other areas of stage production.

WORKING CONDITIONS:

Physically demanding work requires the ability to lift and carry up to 60 pounds.

Must be able to work in high places such as ladders, lifts, grid above the performance stage and counterweight floor.

Must be able to work nights, weekends and holidays as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.