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| **PERFORMING ARTS TECHNICIAN** |
| **Reports to:**  | Assigned Supervisor |  |  |
| **Dept:** | Music | **Range:** | 21 |
| **FLSA:** | Nonexempt/Extended Day | **EEO:** | Technical and Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under general supervision, provide technical support for faculty and students performing in concert, studio and classroom; coordinate the technical needs required of Performing Arts including studio design and build, training of student interns and student workers in studio and concert support; provide support in all performance venues on and off campus including sound reinforcement, concert recordings, stage setup and lighting when appropriate; oversee the music department’s technical/equipment needs including procurement, inventory, utilization, security and repair of all music-related equipment; and perform related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Establish and monitor studio lab schedules; establish, modify and enforce lab procedures and policies; assist instructors, staff and students in the use of a variety of equipment, materials and supplies in an instructional laboratory setting, including audio recording equip­ment, sound reinforcement equipment, lighting and computer hardware and software; moni­tor and assist students with recording projects; troubleshoot equipment issues in studios.
2. Plan and coordinate audio equipment upgrades and replacement projects; participate in the planning, design and construction of department instructional facilities involving music and recording studios; maintain audio equipment.
3. Explain and demonstrate learning exercises and instructional materials to aid in student comprehension of course work; present information to students in a logical, accurate and interesting manner; demonstrate safety procedures in class situations; ensure security of lab materials, equipment, machinery, computers and related software and peripherals.
4. Order, receive, catalog and store supplies, materials and equipment; direct and participate in inventory of lab equipment and materials, ensuring adequate quantities are available for instruc­tional use; design and maintain department equipment inventory database.
5. Maintain learning environment in a safe, clean and orderly condition; unlock practice rooms and labs; set up rooms to accommodate different classes and ensembles; make minor repairs and adjustments to learning equipment; perform complex technical repairs and create specialized cables as needed.
6. Advise continuing and prospective students in selection and possible sequence of course selec­tion for music classes and serve as a source of equipment knowledge for students; provide information on available resources to students; encourage student participation and advise students regarding available learning materials.

**OTHER DUTIES:**

1. Support other campus events in the Concert Hall that are hosted by other depart­ments, as well as events held by community groups renting the facilities; provide expert sound rein­forcement when needed; may accompany performance groups on travel/tours.
2. Assist in developing department budgets; coordinate purchases and other expenditures; maintain records and prepare related reports.
3. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
2. Physics of sound and acoustic behavior of musical instruments.
3. Operational characteristics of audio recording and sound reinforcement systems.
4. Audio electronics and sound system design and function.
5. Methods and techniques of sound equipment maintenance and repair.
6. Safety policies and safe work practices applicable to the work.
7. Instructional and tutorial techniques.
8. Filing and recordkeeping techniques.
9. Basic reference materials and effective study techniques.
10. Tools, machines and equipment of the area of learning.
11. Modern office practices, procedures and equipment.
12. Proper methods of storing equipment, materials and supplies.
13. Safety policies and safe work practices applicable to the work.
14. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.
15. Technical aspects of field of specialty.
16. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Provide and support effective instruction and learning.
2. Provide a safe and secure lab learning environment.
3. Set up, design and operate assigned departmental equipment with skill.
4. Read, understand, interpret and apply department or college rules, policies and technical materials relating to assigned field.
5. Use a variety of audio-visual equipment and materials.
6. Generate enthusiasm for learning.
7. Assess student achievement.
8. Provide instructional assistance and technical advice to students on the availability and uses of instructional materials and equipment.
9. Design and produce displays, experiments and multimedia materials.
10. Operate a variety of equipment related to area of learning including specialized and highly technical equipment and machinery.
11. Analyze situations accurately and adopt effective courses of action.
12. Communicate effectively, both orally and in writing.
13. Understand and follow written and oral instructions.
14. Operate a computer and standard business software.
15. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

An associate degree in the assigned subject discipline or a related field and three years of related work experience; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provide team supervision of students for projects and events.

**CONTACTS:**

District administrators, faculty, staff and students, other college and community organizations,

vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Frequent standing, walking, bending and stooping; occasional lifting, pulling, pushing and/or carrying of objects weighing 50 pounds or more; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications with a variety of individuals and/or groups from diverse back­grounds on a regular, ongoing basis; ability to work effectively on a variety of tasks concurrently while meeting estab­lished deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily indoors; subject to occasional work outside during inclement weather and in poorly-lighted work areas. May work at any college location with occasional evenings, holidays and/or weekends on an as-needed basis. Exposure to electricity used as a power source for equip­ment. Occasional local travel may be requested. Instructional lab environment; subject to equip­ment hazards, loud noise, dust, extreme tempera­tures, lifting and prolonged standing in some assignments.