### C:\Users\Roz\Documents\RSG\MiraCosta\MCC Logo_RGB.jpg

|  |  |  |  |
| --- | --- | --- | --- |
| **THEATRE HOUSE SPECIALIST** | | | |
| **Reports to:** | Department Chair |  |  |
| **Dept:** | Theatre and Film | **Range:** | 25 |
| **FLSA:** | Nonexempt | **EEO:** | Technical/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, serve as house manager and production assistant for the college theatre facility, providing front-of the-house oversight and back-of-the-house setup and arrange­ments in areas of lighting, sound and special theatre technologies; assist instructors and students with technical theatre assignments including use and care of equipment, instruments and supplies; 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. Supervise front-of-the-house activities in the theatre building; coordinate lobby needs and set up; provide training and work direction, as needed, to window staff; assist patrons with ticketing and other issues; make arrangements for event security; ensure the theatre is secured and locked at the end of performances.
2. Coordinate a volunteer usher program and provide training to ensure that safety awareness and safe practices are followed; coordinate seating arrangements for patrons with special needs ensuring that disabled patrons are assisted to their seats; train students, hourly staff and volunteers on emergency preparedness; ensure the theatre is in compliance with applicable fire and safety codes; respond to emergencies involving facility and patron issues, including medical emergencies; create and update evacuation procedures and, in the event of an emergency, supervise the evacuation of patrons and staff and notify appro­priate authorities.
3. Maintain and update the theatre facility calendar; schedule theatre and dance performances; meet with outside groups regarding the use of theatre space; schedule visit, rehearsal and performance dates; provide for completion of booking agreements and payment of deposits and other applicable fees.
4. Serve as production assistant and technical specialist for back-of-the-house arrangements for lighting, sound and special theatre technologies; meet with and advise technical directors for outside productions regarding acoustics and other characteristics of the theatre facility and technical requirements for planned productions; coordinate completion of back-of-the-house setup and technical arrangements; troubleshoot and resolve lighting and sound issues and problems; may retain lighting designers when required; may work the technical booth for lighting, sound and media projections during performances.
5. Work with technical theater faculty to develop and modify curricula and to prepare instruc­tional materials and lesson plans including lectures and lab exercises on methods and tools commonly used in lighting, sound and other back-of-the-house arrangements; design, develop and modify laboratory exercises on stage lighting and rigging, sound and special theatre technologies, testing all proposed exercises for accuracy, reliability and safety; maintain classrooms and instructional equipment; assist with classroom demonstrations and projects.
6. Provide instruction and demonstrate safety procedures for the use and operation of a variety of hand and power tools; monitor students in the laboratory to ensure safety procedures are followed; respond to student questions regarding procedures and requirements; evaluate work and performance of processes and provide feedback to students and the instructor; organize and maintain equipment and tools; make minor repairs and maintain tools in safe and good working order; arrange for major repair or replacement of tools and equipment; maintain records of equipment, tools and supplies.
7. Assist in managing the department budget; prepare requests to transfer funds between accounts; monitor budget expenditures for the department and for productions; research vendors for price and quality; prepare requisitions for department and production purchases; submit and maintain purchase orders for various theatre vendors; set up blanket purchase orders and contracts for equipment service.

### OTHER DUTIES:

1. Set up and maintain audio systems; manage and oversee the work of house and backstage audio crews.
2. Manage projects to maintain and update theater facilities, in cooperation with Facilities; organize and maintain theatre storage areas; perform minor electrical, lighting and cosmetic repairs.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Operational requirements for a theater or performance space, including front-of the-house oversight and back-of-the-house setup and arrangements.
2. Principles, practices, methods and techniques in the design and installation of theatrical lighting, sound and specialized theatrical technologies, including the installation of rigging and other technical equipment.
3. Audio electronics and sound system design and function.
4. Methods and techniques of sound equipment maintenance and repair.
5. Hand and power tools used in a stage lighting shop, their purposes and operating character­istics and associated safe operating practices.
6. Methods and practices of student instruction and tutoring.
7. Uses and operations of computers with standard business and specialized software applicable to areas of assigned responsibilities.
8. Office practices and procedures, including recordkeeping.
9. Safety policies and safe work practices applicable to the work.
10. Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
11. Basic principles and practices of employee supervision.
12. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.

### ABILITY TO:

1. Serve as technical production assistant for theatre and dance performances with responsi­bility for overseeing the setup and operation of stage lighting, sound and video systems and other specialized theatre technologies.
2. Perform front-of-the-house theatre operations functions including patron relations, lobby setup, ushering and security.
3. Provide effective instruction and guidance to students in technical theater subject matter; accurately, thoroughly and clearly answer students’ subject-matter, equipment-use and technology questions.
4. Provide day-to-day technical and instructional support to faculty in carrying out their responsibilities.
5. Represent the district effectively in interactions with outside groups interested in rental and use of theatre spaces.
6. Organize, set priorities and exercise sound, independent judgment within areas of responsi­bility.
7. Assign and inspect the work of student assistants.
8. Demonstrate uses and operations of specialized equipment, tools, hardware and software and technical theatrical work processes and techniques.
9. Demonstrate and enforce safe practices and procedures in the use of potentially dangerous tools and equipment; maintain tools and equipment in sound operating condition.
10. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Operate a computer and standard business software.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited college with an associate degree in technical theatre, and at least three years of progressively responsible technical theatre experience with a focus on stage lighting, sound systems and other specialized theatre technologies; 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:**

Student assistants.

**CONTACTS:**

Faculty, instructors, students, employees in other departments, vendors, representatives of outside theatre production seeking use of district theatre spaces, and the 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 moderate labor including standing, walking, bending, stooping, climbing and balanc­ing; frequent lifting and/or carrying of objects weighing 50 to 100 pounds; ability to use hand and power tools; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; 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 personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods of time and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established dead­lines and changing priorities.

**WORKING CONDITIONS:**

Technical theatre instructional lab and theatre environments; subject to power equipment and loud noise, dust and extreme temperatures. Subject to frequent interruptions by individuals in person or by telephone, intermittent exposure to individuals acting in a disagreeable fashion. May work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.