



The City University of New York

POSITION DESCRIPTION:

TITLE: LEAD THEATRE TECHNICIAN

Code: 04888 (NON-COMPETITIVE)

DATE: R 06/30/03

GENERAL STATEMENT OF DUTIES:

The Lead Theatre Technician is responsible for performing complex technical or oversight duties or supervising and coordinating other technical theatre crew related to specific production elements such as lighting/electrics, audio, carpentry, rigging, costumes/wardrobe, properties, and scenic artistry that are not a part of the instructional functions of an academic department. Employees in this title model professional and artistic standards and may function as an Assistant to the designated supervisor, assuming the duties of the supervisor in his/her absence. All personnel perform related work.

THERE ARE TWO (2) ASSIGNMENT LEVELS WITHIN THIS CLASS OF POSITION.

AT LEVEL I:

The Lead Theatre Technician works under general supervision reporting to the Director of the Theatre, Production Manager, Technical Director or designee, with a limited amount of independent initiative, judgement and independent decision making.

AT LEVEL II:

The Lead Theatre Technician works under general direction of the Director of the Theatre, Production Manager, Technical Director or designee with responsibility for utilizing initiative, judgement and some independent decision making.

EXAMPLES OF TYPICAL TASKS:

- Participates in the planning and design of specific production areas such as lighting, sound, scenery, costumes and properties
- Oversees, coordinates and/or participates in load in and strike of all sets, lighting, audio, costumes and props.
- Trains other technical crew in various production elements.
- Monitors and maintains stage safety, instructing crew in safety standards.
- Schedules and prioritizes technical theatre work in coordination with other Departments.
- Coordinates the requirements of various production elements such as lighting, audio, props, scenery, etc., with the production manager/technical director or designee.

- Informs supervisory personnel promptly of all problems.
- Executes and/or designs sound cues.
- Oversees and participates in the set up and operation of sound or acoustical equipment or systems.
- Oversees and participates in the hanging and focusing of lighting equipment including running lighting control boards.
- Designs and executes lighting cues.
- Functions as or oversees costumer, draper, cutter or wardrobe.
- Functions as or oversees properties coordinator, artisan or props master.
- Ensures the proper care and maintenance of house inventory and theatre related equipment using systems as determined by the college.
- Reads design plans and directs and/or performs the construction and or painting of scenic elements.
- Oversees and/or participates in the rigging, welding, setup, assembly and installation of scenic elements.
- Provides liaison between designers and technical crew.
- May order supplies and equipment.
- May prepare and submit work orders.
- May perform duties of the Theatre Technician and/or the Theatre Technician Specialist as required.

QUALIFICATION REQUIREMENTS:

FOR ASSIGNMENT AT LEVEL I:

1. A High School diploma or equivalent and five (5) years of full time experience with technical stage and theatre in one or more of the following production areas: set up, production and strike; lighting and electric; audio and sound; carpentry and rigging; costumes and wardrobe; properties; or scenic artistry. One (1) year of which must have been in a lead or supervisory capacity.
2. A combination of education and experience equivalent to # 1 above, however all candidates must possess one year of technical stage and theatre work experience in a lead or supervisory capacity.

FOR ASSIGNMENT AT LEVEL II:

1. To be appointed at level II, candidates must have one additional year of full time technical stage and theatre work experience as described in number 1 above, in a lead or supervisory capacity.

NOTE:

- Apprentice or intern experience on a technical stage/theatre crew is acceptable on an equivalent basis toward the qualifying work experience.
- College credits in a program major of Theatre Technology, Theatre/Drama or a closely related field can be substituted for the general technical theatre work experience with 60 college credits equal to one (1) year of work experience.
- A Master's degree in Theatre/Drama or a closely related field can be substituted for up to two years of the general technical theatre experience.

At the time of recruitment the College can specify the specific areas of technical theatre experience required for the position.

NOTE:

Due to the nature of theatrical/stage production schedules, employees in this title may be required to work any of the following: irregular schedules; extended days; evening, night or day hours; weekends and holidays.

Employees in this title may be full time or hourly.