The City University of New York

POSITION DESCRIPTION:

TITLE: THEATRE TECHNICIAN SPECIALIST

CODE: 04889 (NON-COMPETITIVE)

DATE: JUNE 30, 2003

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:
Under supervision provides technical assistance in the preparation and performance operations of staged theatrical events that are not part of the instructional functions of an academic department. Duties may be assigned in any specialty area of the staged event such as audio, lighting, scenery, properties, costumes and rigging. Installs, monitors and maintains equipment and systems; follows design and work plans for each production; interfaces with all incoming companies and in house staff in a professional manner; maintains artistic standards; keeps abreast of the latest equipment and techniques in the field; and abides by all safety and operating standards.

All employees in this title assist the Production Manager, Technical Director, Stage Manager and/or Lead Theatre Technician with the care and maintenance of all house theatrical goods and equipment and with all stage preparation and production related tasks from load in through load out. Performs related work.

EXAMPLES OF TYPICAL TASKS:
- Reviews plans in advance for booked events and in house events in any theatrical specialty areas such as audio, lighting or staging, properties and rigging.
- Reads and interprets construction drawing and related paperwork for lighting, audio, scenery, properties, and costumes.
- Maintains and repairs as needed, in house inventory of lighting and audio equipment, stage equipment, scenery construction equipment and house rigging.
- Runs lighting console and/or audio console for all performances as required.
- Operates rigging, stage equipment, and scenery construction equipment in a safe manner.
- Coordinates installation of scenery, props, costumes, lighting and audio equipment with other departments and with rental client's staff.
- Monitors the safe usage of all equipment by Theatre Technicians.
- Anticipates problems and makes adjustments.
- Monitors presentation quality within assigned specialty area through technical rehearsals.
- May monitor and direct Theatre Technicians engaged in technical theatre production tasks.
- May perform Theatre Technician duties as needed including loading and unloading trucks.
**Qualification Requirements:**
A High School Diploma or equivalent and three (3) years of full time experience with technical stage and theatre load in, set up, production and load out; One (1) year of which must have been installing, operating and maintaining stage, theatrical and or location equipment in a specialty area such as audio, lighting, scenery, properties, costumes or rigging.

Apprentice or intern experience as a technical stage/theatre assistant is acceptable on an equivalent basis toward the qualifying work experience.

College credits in a program major of Theatre/Drama or a closely related field can be substituted for up to one year of the general technical theatre experience with 60 college credits equal to one (1) year of work experience.

However, all candidates must have the one (1) year of experience installing, operating, maintaining and repairing stage, theatrical and/or location equipment.

**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.