FLSA: Non- Exempt*

Theater Technician I

SUMMARY

Under general supervision, assists in the setup, operation, and breakdown of theatrical, audiovisual, and production equipment in support of live performances, theatrical and entertainment productions, special events, and facility rentals at the Singh Center for the Arts and other assigned Town facilities; assists with community events and related Town programming as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Entertainment Production Supervisor; may receive technical and functional direction from higher-level or more experienced staff. No supervision of staff is exercised.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Assists in the setup, operation, and breakdown of audiovisual and technical production equipment for events, performances, and recreation programs.
- Learns the operation, care, and safe use of audiovisual, lighting, sound, staging, and related production systems while providing technical support during rehearsals and live events.
- Supports the implementation of facility rentals, community events, and special programs at assigned Town facilities.
- Assists with loading, unloading, transporting, and staging equipment, supplies, and materials for events and productions.
- Provides basic operation support for sound, lighting, video, and related technical systems under supervision.
- Assists in preparing event spaces including staging, seating, tables, and related equipment setup.
- Learns and applies safe work practices related to theatrical productions, technical equipment, and event operations.
- Provides courteous customer service and interacts professionally with performers, artists, vendors, volunteers, facility users, Town staff, and the public.
- Assists with routine inspection and basic maintenance of production and event equipment.
- Follows established safety procedures and assists in identifying potential hazards during setup, operation, and breakdown.
- Assists in maintaining inventory of equipment, supplies, and materials.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Theater Technician series. Incumbents learn and perform basic technical and operational support duties related to theatrical productions, entertainment events, audiovisual operations, facility rentals, and limited recreation programming under close supervision at the Singh Center for the Arts and other assigned Town facilities. Work is performed according to established procedures and is reviewed in progress and upon completion for adherence to instructions and safety standards. This classification differs from the Theater Technician II in that the latter performs duties with greater independence, technical proficiency, and may serve as lead support during assigned events or operations.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the tenth (10th) grade. Experience in school or community theater, live entertainment, audiovisual support, technical theater, or related activities is desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Possession of, or ability to obtain, and maintain, a valid California Driver's License and automobile insurance may be required.

Knowledge of:

- Principles, practices, equipment, and techniques used in theatrical productions, live events, audiovisual systems, and facility operations.
- Safe work practices applicable to technical theater, production equipment, and event environments.
- Customer service principles and effective communication techniques.
- Basic recordkeeping, inventory control, and standard office software applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
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- Applicable Town policies, procedures, operational standards, and safety guidelines related to assigned program and facility areas.

Ability to:

- Learn and apply Town policies, procedures, and safety practices related to theatrical productions, live events, and facility operations.
- Assist with the setup, operation, troubleshooting, and breakdown of audiovisual, lighting, sound, staging, and related production equipment.
- Perform assigned duties safely in active event environments, including working around moving equipment, live audiences, and varying performance conditions.
- Communicate effectively and provide courteous customer service to staff, performers, vendors, volunteers, and the public.
- Organize and prioritize work, follow oral and written instructions, and complete assignments within established timelines.
- Establish and maintain effective working relationships with others.
- Operate standard office equipment and basic computer applications.
- Perform the physical duties of the position, including lifting, carrying, and moving equipment and materials.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a theatrical production, live entertainment, event, and/or performing arts facility setting and use standard office, technical production, and event equipment, including audiovisual, lighting, sound, staging, and related systems and tools; vision to read printed materials, technical documentation, and computer screens in varying lighting conditions; and hearing and speech to communicate in person, over the telephone, and in active live event environments with amplified sound.

Must possess the physical stamina to lift, carry, push, and pull equipment, supplies, and materials weighing up to 50 pounds, including tables, chairs, audiovisual equipment, staging components, rigging-related materials, and other production and event elements. Finger dexterity is required to operate computers, standard office equipment, and basic technical production tools.

Employees work in both indoor and outdoor live entertainment environments with moderate to high noise levels, variable temperature conditions, and occasional exposure to inclement weather and event-related conditions. Work may include exposure to low-light or no-light environments, sudden lighting changes, strobing or dynamic lighting effects, and varying visibility conditions typical of live performances. Employees may also work at varying heights, including use of ladders, catwalks, and elevated platforms. Incumbents may be exposed to dust, cleaning agents, and similar materials. Employees may interact with staff, vendors, performers, artists, and the public in sometimes stressful or high-pressure live event situations while maintaining professionalism and adherence to departmental policies.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*