FLSA: Non-Exempt*

Theater Technician II

SUMMARY

Under general supervision, performs 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; provides advanced technical support for production and event systems; assists in coordinating event logistics and technical operations during assigned events; 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 or other designated supervisory staff. May exercise technical and functional direction over assigned part-time or seasonal staff; however, this classification does not exercise formal supervision.

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:*

- Performs the setup, operation, troubleshooting, strike, and breakdown of theatrical lighting, sound, video, staging, rigging, and related production systems for live performances, special events, facility rentals, and community events.
- Operates and monitors technical production systems during rehearsals and live events, identifying and resolving routine operational issues.
- Coordinates assigned technical event setup, including staging layouts, equipment placement, signal flow, and production workflow in accordance with established event requirements.
- Reviews event requirements, technical riders, and production schedules to support successful event execution.
- Provides technical and functional direction to Theater Technician I staff, part-time personnel, volunteers, and assigned technical crews during event setup, operations, and breakdown.
- Assists with training staff and volunteers in equipment operation, production procedures, and safe work practices.
- Performs routine inspection, testing, maintenance, and inventory of production equipment; identifies and reports equipment requiring repair or replacement.
- Coordinates post-event strike, equipment restoration, venue reset, and storage of production equipment and materials.

- Monitors assigned production areas to ensure compliance with established safety procedures and identifies and addresses operational hazards.
- Provides technical support to artists, performers, vendors, facility users, Town staff, and the public to ensure successful event operations.
- Assists with technical coordination for facility rentals, including event readiness, equipment verification, and operational support.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Theater Technician series. Incumbents perform a broader range of technical and operational duties related to theatrical productions, entertainment events, audiovisual systems, and facility rentals with increased independence and responsibility at the Singh Center for the Arts and other assigned Town facilities. Employees at this level are expected to exercise initiative and judgment in the operation of technical systems, troubleshooting production equipment issues, coordinating assigned event and production activities, and providing technical guidance to lower-level staff. Work is generally reviewed upon completion for adherence to operational procedures, safety standards, and overall production effectiveness.

This classification differs from Theater Technician I in that the latter performs entry-level technical support duties under closer supervision. This classification differs from Theater Technician III in that the latter performs more advanced technical work with greater autonomy and lead responsibility over complex theatrical productions and event 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 twelfth (12th) grade and two (2) years of experience in theatrical productions, live entertainment events, audiovisual support, technical production, facility operations, recreation programs, or a related field. Experience operating sound, lighting, video, staging, or other event production systems is desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Principles, practices, and equipment used in theatrical productions, live entertainment, audiovisual systems, staging, and facility operations.
- Operation, maintenance, and basic troubleshooting of lighting, sound, video, rigging, and related production equipment.
- Safety practices applicable to technical theater, event production, and public assembly facilities.
- Principles of event coordination, inventory control, recordkeeping, and customer service.
- Modern office practices, computer applications, and correct English usage, grammar, spelling, and punctuation.
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- Applicable Town policies, procedures, operational standards, and safety guidelines related to assigned program and facility areas.

Ability to:

- Perform the setup, operation, troubleshooting, and breakdown of theatrical production systems with limited supervision.
- Coordinate assigned technical operations, event logistics, and production activities while ensuring safe and efficient event execution.
- Provide technical guidance and training to lower-level staff, volunteers, and temporary personnel.
- Read and interpret production requirements, technical riders, and event plans to support successful performances and events.
- Organize and prioritize work, maintain records, and meet production schedules and deadlines.
- Communicate effectively and maintain positive working relationships with staff, performers, vendors, facility users, and the public.
- Operate standard office equipment and computer applications related to production operations and perform the physical duties of the position.

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.*