FLSA: Non-Exempt*

Theater Technician III

SUMMARY

Under general supervision, performs advanced technical and operational duties 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; coordinates and leads technical event operations; provides advanced support in the setup, operation, troubleshooting, and breakdown of production equipment and systems; assists with training and technical guidance of lower-level staff; supports production logistics and event coordination; interacts professionally with artists, vendors, facility users, elected officials, Town staff, and members of the public; 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 provide technical and functional lead direction to lower-level technical, part-time, seasonal, and volunteer staff during assigned events, productions, and facility operations.

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:*

- Coordinates and participates in the setup, operation, troubleshooting, strike, and breakdown of theatrical lighting, sound, video, rigging, staging, and related technical production systems for live performances, theatrical and entertainment productions, special events, community events, and facility rentals.
- Serves as lead technical support during assigned events and productions; assists in coordinating technical assignments, production logistics, operational workflow, and crew activities for lower-level staff, part-time personnel, and volunteers.
- Operates, programs, and troubleshoots lighting, sound, video, and related production systems with a higher level of independence, technical proficiency, and operational responsibility.
- Assists in designing, planning, and implementing technical requirements, staging layouts, and production needs for performances, facility rentals, and special events in coordination with supervisory staff.
- Assists with training and providing technical guidance to lower-level staff and volunteers in work procedures, equipment operation, theatrical production practices, safety standards, and event support operations.
- Coordinates loading, unloading, transportation, staging, setup, strike, and organization of production equipment, scenery, supplies, and related materials.
- Monitors technical operations, stage activity, and facility conditions during events to ensure safe and effective operation of equipment, systems, and assigned production areas.

- Assists in maintaining, inspecting, testing, repairing, and troubleshooting production equipment and systems; identifies maintenance and repair needs and reports damaged, malfunctioning, or unsafe equipment and conditions.
- Assists with inventory tracking, equipment organization, preventative maintenance documentation, supply monitoring, and operational records related to technical production systems and event operations.
- Communicates and interacts professionally with artists, performers, vendors, volunteers, facility users, elected officials, Town staff, and members of the public to support successful event and production operations.
- Assists supervisory staff with event scheduling coordination, production preparation, operational planning, technical rider review, and implementation of assigned activities and events.
- Ensures compliance with established safety procedures, operational guidelines, stage safety protocols, and Town policies during assigned events and productions.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the Theater Technician series. Incumbents perform advanced technical and operational duties related to theatrical productions, entertainment events, audiovisual systems, facility rentals, recreation programs, and community events with substantial independence at the Singh Center for the Arts and other assigned Town facilities. Employees at this level are expected to exercise sound technical judgment, coordinate technical event operations, troubleshoot complex equipment and production issues, assist with training lower-level staff, and serve as lead technical support during assigned productions and events. Positions at this level regularly interact with artists, volunteers, community members, vendors, and elected officials in the course of event and production operations. Work is generally reviewed upon completion for overall effectiveness and adherence to operational and safety standards.

This classification differs from Theater Technician II in that the latter performs skilled technical support duties with less independence, while the Theater Technician III exercises greater autonomy, technical proficiency, troubleshooting responsibility, and lead operational coordination during complex productions and events. This classification differs from the Entertainment Production Coordinator in that the latter has broader administrative, program management, budgeting, scheduling, and supervisory responsibilities.

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 twelfth (12th) grade and three (3) years of increasingly responsible experience in theatrical productions, live entertainment events, stage operations, technical production, audiovisual support, event operations, recreation programming support, or a related functional area. Experience coordinating technical operations, stage management support, production workflow, or leading event support activities 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.
- Inventory control, equipment tracking, and basic recordkeeping procedures.
- Principles of event coordination, inventory control, recordkeeping, and customer service.
- Modern office practices, computer applications, and correct English usage, grammar, spelling, and punctuation.
- Customer service principles and practices related to public facilities, events, and community services.
- English usage, grammar, spelling, vocabulary, and punctuation.
- 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.
- Organize assigned work, establish priorities, and complete multiple assignments within established production timelines.
- 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.
- Provide courteous customer service and maintain effective working relationships in active, high-pressure live event and house environments.
- Operate standard office equipment and computer applications related to production operations and perform the physical duties of the position.
- Perform physically demanding work, including lifting, carrying, rigging support, climbing ladders, working at heights, and moving technical equipment, staging materials, and event supplies as required.

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.*