

Performing Arts and Technical Specialist

Purpose Statement

The job of Performing Arts and Technical Specialist is done for the purpose/s of The job of Performing Arts and Technical Specialist is done for the purpose/s of providing organizational oversight and managing usage of the auditorium(s); training individuals with specific responsibility for installing, repairing, and maintaining audio-visual equipment; identifying repair and/or replacement needs; providing information on the proper uses of equipment (ex: soundboards, light boards, audio-visual presentations, fly system, lights, curtains, electronics, etc.); and ensuring equipment and materials are used in appropriate ways and are available to complete assignments.

Essential Functions

Other Functions

- Arranges equipment (e.g. projector(s), screen(s), computers, furnishings, etc.) for the purpose of providing adequate preparations special events.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling auditorium activities.
- Coordinates a with a wide variety of internal and external parties (e.g. teachers, administrators, maintenance workers, vendors, etc.) for the purpose of maintaining a safe and attractive environment; ensuring that equipment is in good operating condition; and ensuring that projects and work orders are completed in a satisfactory and timely manner.
- Diagnoses causes of problems and/or failures in electronic equipment in assigned areas (e.g. projectors, sound board, light board, video recorders, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Evaluates a variety of electrical systems and auditorium areas both before and after facility usage (e.g. lighting, sound, projection, cat walks, seating areas, entrances and exits, etc.) for the purpose of ensuring that the facility is utilized and maintained properly and in order to make recommendations as needed.
- Informs a wide variety of internal and external parties for the purpose of providing information and direction regarding activities, safety issues and/or proper usage of facility and/or equipment.
- Maintains supplies and equipment lists (e.g. ordering, inventorying, etc.) for the purpose of ensuring the availability of auditorium items and supplies required to properly maintain facilities.
- Monitors budgets as needed and/or assigned for the purpose of ensuring that facility needs are met and that District financial resources are utilized in an efficient and effective manner.
- Oversees assigned personnel and audiovisual shop activities for the purpose of ensuring the assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the work force.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs repairs and maintenance of assigned systems and/or components (e.g. intercoms, sound/stage equipment, televisions, speaker systems, instructional equipment, fly systems lights, pianos, etc.) for the purpose of ensuring a safe, efficient and effective facility and environment.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to inquiries from staff, students, parents, visitors and/or vendors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Reviews procedures and recommends policy updates related to facility usage for the purpose of ensuring that District resources are utilized in a safe, effective and efficient manner.
- Trains personnel as needed and/or assigned (e.g. school employees, rental users, community groups, etc.) for the purpose of ensuring that the facility is utilized in a safe and effective manner and that all relevant regulations are enforced.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating lighting and sound systems, setting up auditorium audio, video and lighting equipment, operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job

requires 60% sitting, 10% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA Status

Approval Date

Salary Range

Non Exempt