

CITY OF BIG BEAR LAKE

THEATER BROADCAST TECHNICIAN I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under limited supervision, performs a wide variety of semi-skilled and skilled functions in operating and maintaining Performing Arts Center sound, lighting and rigging systems during rehearsals, performances, concerts and meetings; provides technical and manual support for setting up, support during, and taking down City Council, Planning Commission and other public meetings. Provides box office and clerical support; works a variety of special events, which may include working days, nights, weekdays, weekends and holidays; assists customers; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Theater Broadcast Technician I

The Theater/Broadcast Technician I is the entry level class in the Theater/Broadcast Technician series in which incumbents perform the more routine theater and broadcast functions, including providing technical, janitorial and clerical support for meetings and performances held in City facilities. Initially, under closer supervision, incumbents learn to perform functions within established guidelines. As experience is gained, incumbents are expected to handle more assignments without detailed instructions. This classification differs from the next higher classification of Theater/Broadcast Technician II in that the latter performs the more complex tasks, and operates with a greater degree of independence.

Theater Broadcast Technician II

The Theater/Broadcast Technician II is the journey level class in the series in which incumbents are expected to independently perform the full scope of assigned duties, and may assist in the training of less experienced personnel. Incumbents perform a full range of duties related to the operation and maintenance of the Performing Arts Center. This classification differs from the next higher classification of Senior Theater/Broadcast Technician in that the latter is responsible for performance of lead responsibilities and the more difficult, complex and technical activities of the Performing Arts Center.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Director of Administrative Services or designee. Incumbents in this class do not routinely exercise supervision, although they may occasionally exercise functional supervision over volunteers.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Supports, coordinates and performs a variety of work activities and duties relative to the operations of all audio/visual systems within the City including audio/visual setup,

programming and recording of local government meetings for live broadcast purposes on the City's Public, Educational and Government Access Channel.

- Assists in the set up and operation of single and multiple cameras and audio equipment, as well as performing production and post-production duties including: directing field and studio productions, operating video tape editing equipment, producing electronic graphics and digital video effects.
- Performs routine and skilled work in the cleaning, repair and maintenance of the Performing Arts Center facilities, including lighting, sound and rigging systems, as well as the stage floor and all backstage areas; paints, repairs fixtures and equipment; initiates repair and replacement as appropriate.
- Operates and maintains the Performing Arts Center's sound, lighting and/or rigging systems during rehearsals, performances, concerts, and meetings ensuring systems are in proper working order; performs preventative maintenance on audio/visual equipment.
- Inventories supplies and equipment.
- Reads and interprets blueprints, drawings, specifications and manuals; estimates and requisitions materials and supplies for assigned projects.
- Fabricates and installs sets, props, lighting and sound systems.
- Utilizes the stage rigging systems as required to install lighting and sound systems; maintains rigging and electrical equipment, keeping them in safe working order.
- Participates in load-in and load-out, assembly and striking of incoming shows in potentially adverse conditions, that may include heights, loud noises, large crowds, darkness and/or confined spaces, and inclement weather conditions.
- Coordinates stage activities with presenters, promoters, community groups, City staff, and other client users of theater venues.
- Sets up and takes down seating and tables for daily events; arranges chairs and tables from diagrams for various activities.
- Establishes positive working relationships with representatives of community organizations, City staff and the public by providing exemplary customer service over the phone and in-person.
- Assists with the response to questions or complaints from user groups regarding facility rentals and public events, also tours the facility with potential users.
- Provides assistance with the computerized box office ticket system for the City; provides assistance to box office patron; responds to ticketing questions, inquiries and complaints.
- Instructs and trains personnel in the use of equipment and safe work practices and procedures; ensures all activities are conducted in a safe manner.
- Responds to emergency situations as necessary.
- Prepares and maintains written reports of work done as needed.
- Performs related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The ability to lift, carry and push tools, equipment and supplies weighing 50 pounds or more may be required. The incumbent may use chemicals, and may be exposed to electric and mechanical hazards. The nature of the work may also require the incumbent to climb ladders and use power and noise producing tools and equipment. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hearing: Hear in the normal audio range with or without correction. Acute hearing is required when providing phone and personal service.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Most of the work for this position will be performed indoors in an office or theater; may be required to work extended hours including evenings, nights, weekends, and holidays; occasionally works in outside weather conditions near moving mechanical parts; outdoor work may involve exposure to wind, rain, snow and high levels of noise. Frequent interaction with City staff, other organizations and the public.

Per California State Law, smoking is not permitted inside facilities or within 20 feet of main entrances, exits, and operable windows.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

EDUCATION AND EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Theater Broadcast Technician I/II. A typical way of obtaining the required qualifications is to possess the following:

Theater Broadcast Technician I

One year of experience in theatrical production systems or equivalent is highly desirable. High School diploma or equivalent required; supplemental college level course work in theatre arts or a related field is desirable.

Theater Broadcast Technician II

In addition to the above, two years experience at a level comparable to the Theater Broadcast Technician I with the City of Big Bear Lake.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California Driver's License required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices of:
 - ♦ stage lighting including hanging and focusing lighting instruments.
 - ♦ theater sound including use and placement of microphones, patching of audio signal paths, use of processing equipment, and speaker placements.
 - ♦ theater rigging including use of a counterweight fly system, and operation of curtains and drops.
 - ♦ electrical theory as applied to electrical circuits and wiring systems.
 - ♦ maintenance and repair of facilities.
- Principles, methods, materials, tools and equipment used in stage work.
- Standard professional television equipment and cameras necessary to broadcast on a Government channel and methods of operation.
- Video tape editing techniques including single and multi-source recording.
- Modern principles and practices used in maintenance and repair of facilities.
- Rope knots and use of wire rope.
- Methods and techniques of:
 - ♦ maintaining, installing and repairing electrical systems and equipment.
 - ♦ troubleshooting electric and electronic systems and components.
- Operating characteristics and application of electrical test equipment.
- Operation and maintenance of a wide variety of hand and power tools and equipment used in stage work.
- Occupational hazards and standard safety practices; safe use of cleaning supplies.
- Basic principles of mathematics.
- Standard office procedures, practices and equipment including use of a computer and applicable software; methods and techniques for record keeping.
- Proper English, spelling and grammar.
- Applicable federal, state and local laws, codes and regulations.

Ability to:

- Operate and maintain stage and broadcasting equipment including but not limited to stage lighting instruments, microphones, speakers, carpentry and electrical tools.
- Hang and focus lighting instruments.
- Repair electrical systems; troubleshoot and repair electrical and electronic malfunctions.
- Utilize audio equipment to “mix” audio for rehearsals and performances.
- Lift up to 50 pounds
- Operate curtains and drops.
- Perform various manual labor tasks, including facility repair, maintenance and cleaning.
- Interpret room diagrams and set up furniture accordingly.
- Read and interpret blueprints, sound and lighting plots, and record data accurately.
- Organize, prioritize and follow up on work assignments.

- Work independently and as part of a team working alongside certified audio, vision and lighting professionals.
- Make sound decisions within established guidelines in the absence of supervision.
- Understand and follow written and oral directions.
- Perform assigned work in accordance with appropriate safety practices and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.
- Utilize standard office equipment including computers and related software applications.
- Provide exemplary customer service over the phone and in-person.
- Work a flexible schedule

Skill to:

- Operate modern office equipment.
- Safely and effectively operate a variety of maintenance equipment, tools and materials.
- Operate a motor vehicle safely.
- Maintain and repair theater sound, electrical and lighting equipment in a safe manner.