

CITY OF BIG BEAR LAKE

SENIOR THEATER BROADCAST TECHNICIAN

*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, plans, organizes, coordinates and provides direction and oversight for the technical theater support operations, which includes audio, lighting, and stage carpentry; oversees preventative maintenance and repair of equipment and facilities. Performs a wide variety of skilled functions in operating and maintaining Performing Arts Center sound, lighting and rigging systems during rehearsals, performances, concerts and meetings; serves as technical representative to groups using the facilities; 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:

This is the lead/advanced journey level class in the Theater Broadcast Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including providing functional supervision to assigned staff. Employees perform the most difficult and responsible types of duties assigned to classes within this series including handling difficult patron problems. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Director of Administrative Services or designee. Exercises technical and functional supervision over lower level staff and volunteers.

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

- Supervises, coordinates and participates in the day-to-day operations of the technical theater support and broadcasting functions.
- Provides training, orientation and guidance to assigned staff; provides input to performance evaluations.
- Instructs personnel in the use of equipment and safe work practices and procedures; ensures all activities are conducted in a safe manner.
- 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.
- Sets up and operates 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.

- Oversees, coordinates, assigns, and participates in providing responsible technical theater support, including execution and operation of video and audio equipment, lighting systems and stage carpentry duties.
- Operates and maintains a variety of technical equipment, including stage lighting, and control systems, audio reinforcement systems, projection equipment, stage rigging and counterweight system, stage draperies, and scenery.
- Schedules and performs preventative maintenance of the technical equipment and facilities.
- Inventories supplies and equipment.
- Reads, interprets and creates blueprints, drawings, specifications and manuals; estimates and requisitions materials and supplies for assigned projects.
- Fabricates and installs sets, props, lighting and sound systems.
- Schedules events for theater and communicates with supervisor to avoid conflicts in scheduling.
- Coordinates with visiting production supervisors regarding crew schedules and assignments; collects advance information regarding the needs for each visiting production company; establishes local crew and technical needs.
- Oversees, coordinates and 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.
- Acts as house technical representative to clients, community groups, and others concerning questions, problems, concerns, and activities in the provision of technical theater operations and services.
- Monitors and evaluates the effectiveness of the technical theater operations, activities, and community events and recommends improvements or modifications.
- 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.
- Responds 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 patrons; responds to ticketing questions and the more difficult customer relations complaints requiring a high degree of sensitivity and use of sound independent judgment; takes action to resolve complaints where appropriate.
- Maintains current knowledge of new trends and innovations in the technical theater operations and services; researches emerging products and enhancements and their applicability to City needs.
- 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 and inspect work. 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 Senior Theater Broadcast Technician. A typical way of obtaining the required qualifications is to possess the following:

A high school diploma or equivalent is required. Supplemental college level course work in theatre arts or a related field is desirable. Three years experience at a level comparable to the Theater Technician II 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, practices and methods of, materials, tools and equipment used in stage work.
- Principles, practices, methods, and techniques of procedures and service delivery needs related to technical theater operations and services.
- Principles and practices of box office trade and theater front-of-house operations
- Operations, services and activities of a theater program
- Standard professional television equipment and cameras necessary to broadcast on a Government channel and methods of operation.
- 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.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.
- 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.
- Coordinate and direct theater performance programs.
- Plan and prepare technical theater activity schedules
- Evaluate the need for preventative and corrective maintenance on a wide variety of facility systems and equipment

- 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.
- Resolve patron problems in a prompt and efficient manner
- Exercise good judgment, courtesy and tact with staff and public.
- Represent the Performing Arts Center positively to the public.
- Operate curtains and drops.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Interpret room diagrams and set up furniture accordingly.
- Read and understand contracts, technical riders, 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.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Organize work, set priorities, and meet critical deadlines.
- Respond and perform assigned duties in the event of a City-declared emergency.
- Provide exemplary customer service over the phone and in-person.
- Utilize standard office equipment including computers and related software applications.
- 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.