

## THEATRE TECHNICIAN

### KIND OF WORK

Craft (skilled) work in the technical areas of theatre.

### NATURE AND PURPOSE

Under general supervision, performs skilled work in set construction, scenery, and stage lighting; supervises the maintenance of theatre equipment; establishes working procedures which contemplate the occupational hazards involved; and directs the daily assignments of student helpers; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Oversees and completes all technical aspects of all theatre productions so that schedules, deadlines and production dates are met. This is done by constructing and assembling flats, platforms, parallels, door and window units, step units, and other scenic units from drawings provided; constructing, finishing, and upholstering stage furniture from drawings and/or sketches provided; preparing and painting stage scenery and drops in accordance with the designer's rendering or painter's elevation; operating and supervising the use of hand tools and such power tools as the band saw, radial saw, sabre saw, and electric hand drill; setting and focusing lighting instruments in accordance with a light plot provided; trimming borders, teasers, and drapes; preparing the rigging necessary for flying scenic pieces, drapes, and cycloramas; setting up two-dimensional and three-dimensional units of stage scenery in accordance with working drawings and floor plans.

Directs other technical personnel and student crews so that work is done properly and on time. This is done by preparing work schedules, preparing and maintaining time cards, making work assignments, hiring and managing work-study students.

Recommends the purchase of supplies and equipment for the theatre facilities so that proper inventories are maintained for scenery, lighting, costumes, make-up, properties and sound. This is done by obtaining updated information on materials and equipment, obtaining cost estimates, preparing requisitions.

Oversees technical laboratory classes so that work is accomplished properly while assuring students receive appropriate work experience. This is done by making work assignments; maintaining records and schedules of work; demonstrating various uses of materials, painting techniques, and proper and safe handling of the theatre facility and equipment; and presenting solutions to scenic construction, sound, and lighting problems.

Monitors the technical management of the theatre for other group functions so that the facilities are used properly and adequate technical services are provided. This is done by preparing proper forms; approving, rejecting or modifying requests for the use of facilities; hiring trained student help; preparing and operating the facilities for the event; designing lighting; solving sound problems; submitting proper billing for services.

Inventories and repairs tools, costumes, sound and lighting equipment so that it is readily available for departmental use by authorizing check-out and use of the equipment, ensuring proper operation of the equipment, making sure all equipment and supplies are returned to secure storage after use, making minor adjustments to the equipment, or contacting vendors to arrange for major repairs.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Professional procedures and practices used by theatre artists and craftsmen sufficient to demonstrate them to students and perform technical theatre work as requested.

Occupational hazards of the theatre and its machinery and equipment, and the safety procedures involved in working with this machinery and equipment sufficient to prevent or minimize potential accidents.

Characteristics of the common materials used in scenic construction (lumber, canvas, metal, plastics) sufficient to order them as well as utilize them in set construction.

#### Skill in:

Human relations sufficient to direct the work of students and other technical personnel.

Oral communications sufficient to explain various tasks and procedures to students.

#### Ability to:

Read working drawings, front elevations, floor plans, and shift plans sufficient to implement their directions.

Operate and maintain stage lighting and sound equipment sufficient to meet production needs.

Operate hand and power tools sufficient to construct sets and scenery.

Est.: 8/19/70  
Rev.: 4/92

T.C.:  
Former Title(s):