

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Theater Technician

Class Code Number: 8050

Position Designation: Clerical/Semi-Skilled Labor

Division: Performing Arts Center

General Purpose of Position

Under general supervision, performs routine semi-skilled and skilled labor in the cleaning, repair and maintenance of the Performing Arts Center; serves as technical representative to groups using the facilities. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Theater Supervisor. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.

- Performs routine and semi-skilled work in the cleaning, repair and maintenance of the Performing Arts Center including painting, repairing fixtures and equipment.
- Coordinates backstage activities with the Theater Supervisor.
- Assists the Theater Supervisor with the load in, assembly and striking of incoming shows in potentially adverse conditions, that may include heights, loud noises, large crowds, darkness and/or confined spaces.
- Performs maintenance for theater systems; initiates repair and replacement procedures as necessary.
- Runs the Performing Arts Center's sound systems; performs preventative maintenance on audio-visual equipment.
- Assists with the coordination, development and planning of community events, activities and programs; assists in program planning, community meetings and program administration.
- Sets up seating and tables for daily events; arranges chairs and tables from diagrams for various activities; cleans and removes chairs and tables following various activities; stores equipment in designated areas.
- Cleans the kitchen, appliances, walls and bathrooms; removes trash; cleans walkways; vacuums and sweeps the floors.
- Responds to questions or complaints from user departments, clients and potential users regarding facility rentals and public events.

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- Works a flexible work schedule, which may include days, evenings, nights, weekdays, weekends, and holidays.
- Provides assistance with the computerized box office ticket system for the City; provides assistance to box office patrons and City officials; responds to ticketing questions, inquiries and complaints; assists customers and user groups with questions and concerns; answers phones as needed; tours the facility with potential users.
- Inventories supplies; stocks towels in bathrooms; purchases supplies and equipment needed for facility repairs.
- Adheres to safe work practices and procedures.
- Responds to emergency situations as necessary; implements first aid and fire safety procedures; handles medical emergencies that may arise.
- Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff and the public.
- Performs all tasks with dedication to customer service.
- Performs related duties as required.

QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A high school diploma or equivalent is required.

Experience: Two years experience in a position performing facility maintenance duties is desired.

License/Certificate: Valid Class C California Driver's License required.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Knowledge of:

- Principles, methods, materials, tools and equipment used in stage work.
- Operation and maintenance of a wide variety of hand and power tools and equipment used in stage work.
- Modern principles and practices used in maintenance and repair of facilities.
- 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.

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- Proper English, spelling and grammar, occupational hazards and standard safety practices.
- Applicable federal, state and local laws, codes and regulations.

Ability to:

- Perform various manual labor tasks, including facility repair, maintenance and cleaning.
- Interpret room diagrams and set up furniture accordingly.
- Read, interpret and record data accurately.
- Organize, prioritize and follow up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Demonstrate good customer service.

Skill to:

- Operate modern office equipment, including computer 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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Primary functions require sufficient physical ability to work in an office and theater setting and to operate office equipment; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, squat and stoop; lift, carry and push tools and equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment; drive motorized vehicles; perform duties requiring grasping, repetitive hand movement and fine coordination. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. The position requires both near and far vision in reading written reports and work related documents. 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.

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WORK ENVIRONMENT

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; exposure to moderate levels of noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy and inclement weather conditions with outdoor conditions varying from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise. Frequent interaction with City staff, other organizations and the public.