DOUGLASCOLLEGE

STAFF JOB DESCRIPTION

JOB DESCRIPTION:	Theatre and Stagecraft Technician		
DEPARTMENT:	Faculty of Language, Literature and Performing Arts		
REPORTS TO:	Director, Performing and Fine Arts		
JOB DESCRIPTION #:	470.01	PREVIOUS JOB DESC. #:	
PAY LEVEL:	12		
ORIGINAL DATE:	March 1998		
LAST REVISED DATE:	August 1998, February 2014, June 2022		

Primary Function:

To provide technical and instructional support to the Stagecraft Program and users of the Performing Arts Facilities. Provides exceptional client-centred service on a consistent basis to all stakeholder groups.

Responsibilities:

1. **Provides instructional support to the Stagecraft program**
   a. advises students with respect to props, lighting, sound, set construction, stage management, house management, etc.;
   b. in consultation with faculty, invigilates and marks practical exams; assists with the development and revision of exams;
   c. supervises and assists students in building, set in and strike of productions;
   d. demonstrates and assists students with proper machinery, tool and computer use for instructors' assignments;
   e. ensures adequate inventory of supplies needed for courses and production;
   f. participates in production meetings and, when requested, helps interpret for students what guest designers/directors are requesting;
   g. supervises and enforces safety procedures of students within the Stagecraft facilities and instructs students in safety procedures;
   h. provides supervision for Stagecraft and Theatre students during run of productions;
   i. provides informal instruction to students with respect to technical aspects of class assignments in a lab (studio) setting.
   j. in consultation with faculty, sets up equipment and materials for labs, ensuring removal and storage after use.

2. **Provides technical support to the Stagecraft Program and users of the Performing Arts Facilities within the Performing Arts Facilities.**
   a. maintains a variety of equipment (lighting, sound, rigging and fly gallery, shop tools and equipment);
   b. sets up and operates all theatre equipment for internal and external productions;
   c. supervises students operating equipment in Stagecraft productions;
   d. performs minor maintenance and repairs for Theatre Stage area (walls, seats, carpet, painting);
   e. cleans stage, booth and shop areas, maintains and coordinates service of Stagecraft and facility equipment;
   f. when requested, advises users on technical requirements for events and productions;

g. participates in production meetings;
h. supervises and enforces safety procedures of all users while in the Performing Arts Facilities;
i. maintains supply inventories including tracking of orders.

3. Performs other duties as assigned.

a. communicates with college and community users to arrange and execute technical aspects of bookings and productions;
b. deposits revenues from ticket sales;
c. compiles information about ticket sales and generates reports;
d. advises facilities personnel of minor theatre cleaning and maintenance needs; advises Coordinator of major theatre maintenance needs;
e. maintains current inventory of theatre properties and equipment including rentals and loans;
f. communicates with professional companies for the purposes of external exchanges and loans;
g. records and submits receipts for petty cash purposes.

Supervision or Guidance Exercised:

Some accountability for scheduling, assigning and coordinating work for staff and students.

Physical Assets and Information Management:

Maintains and operates all theatre and workshop equipment; provides advice and assistance to students on building productions. Unloads and loads supplies (ie. lumber) and set pieces to/from workshop and Performing Arts Facilities.

Financial Resources:

Deposits ticket and concession revenues. Tracks, researches, orders supplies required for Stagecraft and Theatre facility. Researches and recommends new equipment for capital purchases.

Required Education and Experience:

- Completed a Degree program in Technical Theatre at a recognized post-secondary institution or equivalent with three years' related work experience in a wide variety of technical theatre related areas Experience with Lighting, Sound, Scenic Painting and Props construction required;
- An equivalent combination of training and experience may be considered.

Required Knowledge, Skills and Abilities:

- Good working knowledge of English (written and verbal).
- Good working knowledge of safety measures used in a workshop/performance setting.
- Physical ability to complete the manual labour related to constructing and maintaining sets.
- Good interpersonal and communication skills.
- Demonstrated ability to work independently with minimum direct supervision as well as to establish priorities and achieve deadlines.
- Proven ability to effectively demonstrate proper laboratory techniques.
- Ability to interact professionally with various stakeholder groups and to support faculty and students, as needed.
- Good working knowledge of ETC Lighting consoles, analogue and digital sound consoles, VectorWorks CAD, QLab and Isadora computer programs, rigging safety and procedures.
- Basic accounting knowledge
- A valid B.C. Driver's license.

This job description reflects the general responsibilities and duties associated with the job and should not be viewed as a comprehensive list of job tasks.