



## Job Description

**Job Title: Technical Theatre Specialist**

**JTC: CQQ**

**Salary Range: N02**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides assistance coordinating, scheduling, and maintaining the calendar of events for the performance and meeting areas of the college. Provide technical assistance and training related to performance, equipment and facilities.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to assist in the technical operations, program scheduling, and events with a campus or performing arts facility. Ability to work with students and staff who range from minimally to moderately familiar with technical theater functions.

Effectively use organization and planning skills with attention to detail and follow through. Ability to provide assistance to the student and faculty while following DCCCD policies and procedures.

Possess a professional and friendly attitude and is able to quickly develop a rapport with students, faculty, and staff. The ability to assist with the construction of the theater, maintain theater facilities and knowledge of safe operations of equipment.

Knowledge of hazards and safety practices involved in theater technical operations. Open to different and new ways of doing things and makes appropriate decisions with the input from colleagues.

Proven oral and written communication skills to support interaction with the students, faculty, and District/college administrators from diverse backgrounds. Good customer service skills.

### PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Construction of sets and placement of lighting requires the ability to bend, stoop, crawl, and climb. Ability to lift and place sets that may weigh up to 50 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency and one (1) year of work related experience. Knowledge and experience in the safe operation of power tools. Some evenings and weekend hours are required

dependent upon production needs and performance duties. \*\*\*Will be subject to criminal background and/or fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides assistance coordinating schedules, and helps develop the annual calendar for the Performance Hall, Arena Theater, outdoor spaces, and related performance areas. Maintains calendar of events and coordinates the use of campus facilities. Assist with the publication of the calendar and provides weekly and monthly updates.

Coordinates activities of the performance and meeting areas including scheduling rehearsals, staffing, technical needs assessments and technical assistance. Works with user groups to identify needs and provides appropriate resources and equipment.

Performs basic routine maintenance/repair of theater and shop equipment. Works with and notifies appropriate person/department of major equipment repair needs. Provides technical assistance relating to the special equipment functions of the performance facilities.

Assists with the construction of props, scenery, costumes and electrical work necessary for stage lighting and the movement and placement of risers, pianos, podiums, sets, and other related equipment.

May provide training in the use of lighting and audio/video control equipment, and the use of microphones and cameras. May provide recommendations and write specifications for purchases and service contracts for equipment.

Considers what is going to be communicated and who the audience is, organizing thoughts and presenting ideas effectively using effective oral and written communication skills. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*