

THEATER TECHNICIAN 1-3 SERIES

CLASS DESCRIPTION

General Responsibilities:

This is skilled technical and highly responsible lead work in planning and coordinating theatrical staging and lighting, audio/visual, closed circuit, and general communication services, as well as coordinating the activities of theatrical personnel (stagehands), for Overture Center events. The work involves coordinating, overseeing, performing, and planning the installation, connection, maintenance, and operation of theatrical staging, sound and lighting, electronic, audio/visual, computer, and telephone equipment and electrical connections associated with the theatrical performances, meetings, conferences, and consumer shows held at the Overture Center.

This series is structured to provide advancement from Theater Technician 1 to Theater Technician 2, as a function of the employee's career development, but generally at most within 2 years of starting employment as a Theater Technician 1. Progression to a Theater Technician 3 is not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department.

Theater Technician 1 - This is the entry level of the Theater Technician career progression series. This work is characterized by more structured and/or closely reviewed assignments. Under limited supervision, employees are expected to exercise independent judgment in the layout and performance of the work and in the requesting and coordination of outside staff. This position serves as the technical expert for clients in the areas of responsibility, with technical assistance available from the Theater Technician 2 and/or 3.

Theater Technician 2 - This is the objective level of the Theater Technician career progression series. This work is characterized by less structured assignments. Employees are expected to use professional expertise, discretion, and judgment in completing a wide range of assignments, including coordinating, installing, and maintaining equipment and systems, as well as leading the work of stagehands and lower-level theater technicians. Under general supervision, employees are expected to work independently within established parameters.

Theater Technician 3 - This highly responsible, advanced level skilled technical and lead work. Incumbents, in addition to performing the work of a Theater Technician 2, will be expected to research and recommend products for the Overture Center, perform repairs and/or installations on complex electronic and/or computer systems, and provide advanced-level technical advice to Overture Center clients and staff. Under general supervision, employees work with a high degree of independence in meeting specified objectives.

Examples of Duties and Responsibilities:

Theater Technician 1

Coordinate and/or perform the set up/tear down of all Overture Center-owned theatrical staging, audio/visual, closed circuit, theatrical sound and lighting, and electrical equipment to be used for events at the Overture Center, including working at heights from aerial trucks, lifts, and ladders. Oversee the integration of rented or client-supplied theatrical sets and equipment with existing systems to provide the best overall product for the client.

Coordinate and oversee the activities of assigned stagehands. Ensure that all safety regulations and work rules are followed. Provide training, consultation, and direction to stage staff. Review work of stagehands for conformance with qualitative standards and provide feedback to both employees and the supervisor. Advise supervisor on staff performance and other issues.

Complete daily work orders, time sheets, and billing information, including the inclusion of work performed by other staff. Participate in the development of appropriate recordkeeping and billing systems, procedures and rates. Maintain records and prepare necessary reports.

Coordinate activities with other Overture Center staff and outside vendors to ensure the best service and highest quality product for customers. Determine the appropriate response to emergencies, operational problems, and short-notice situations and instruct others or carry out the response directly.

Assist in developing procedures for the set-up/tear down, installation, connection, operation, and maintenance of electronic, audio/visual, lighting, computer, and telephone equipment and the establishment of electrical hook-ups for various types of events. Instruct other staff and clients on the proper use of equipment, monitor use, and provide assistance as necessary.

Provide, in conjunction with higher-level staff, technical advice and assistance to Overture Center clients in assessing and planning their total theatrical staging and lighting, sound, counterweight, rigging, communication, and audio/visual, and/or electrical requirements for various types of events. Advise Overture Center staff relative to the capabilities of the Overture Center equipment and systems. Provide information relative to the availability, cost, compatibility with other equipment, techniques for achieving desired results, etc.

Coordinate and/or maintain and clean all equipment and perform necessary preventive maintenance. Perform troubleshooting, modification and repair of theatrical lighting, audio/visual, closed circuit, and electronic equipment. Recommend the use of outside vendors for major specialized repairs or modifications.

Operate the Overture Center's theatrical, audio/visual and other "high tech" equipment not suited for direct use by clients or lower level staff.

Perform related work as assigned.

Theater Technician 2

Perform all work of a Theater Technician 1, with a higher degree of professional complexity; initiative; judgment and discretion.

Act as a liaison between Event Services and the Technical Team.

Design and price plans in accordance with stated customer need and stagehand union contract provisions and obtain necessary approvals.

Process payroll for stagehand union employees and integrate Overture Center stagehand payroll program with the City of Madison payroll program. Verify payroll for accuracy and compliance with labor agreements.

Design and construct custom fixtures, furnishings, and equipment. Work off suggestions/sketches submitted by others. Generate AutoCAD drawings when appropriate. Fabricate final products in wood, steel, or combinations thereof.

Provide technical advice and assistance to Overture Center clients in assessing and planning their total theatrical staging and lighting, sound, counterweight, rigging, communication, and audio/visual, and/or electrical requirements for various types of events.

Develop preventative maintenance schedules on Overture Center theatrical equipment and systems. Monitor and adjust sound and lighting systems to ensure maximum efficiencies.

Perform related work as assigned.

Theater Technician 3

Independently perform all the work of a Theater Technician 2.

Research and recommend the purchase of audio/visual and/or related electronic, lighting, and rigging systems and equipment. Create necessary bid documents. Assist in the design and specification of system upgrades. Direct the installation of new equipment and systems.

Troubleshoot and perform repairs on Overture Center's complex electronic and computerized systems. Independently, or in conjunction with vendors, program computerized sound and/or lighting systems to meet the needs of the Overture Center and its clients. Maintain appropriate inventory of parts.

Provide advanced-level technical advice and assistance to Overture Center clients in assessing, planning, and implementing their total theatrical staging and lighting, sound, counterweight, rigging, communication, and audio/visual, and/or electrical requirements for various types of events.

Participate in scheduling of assigned staff.

Perform related work as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Theater Technician 1

Working knowledge of the methods and practices used in the general installation, testing, operation, and maintenance of theatrical, lighting, audio/visual, electronic, computer, and telephone equipment and electrical connections associated with the entertainment industry and knowledge of the related tools and materials. Working knowledge of sound reinforcement, lighting, closed circuit television, and related audio/visual and electronic practices and equipment as they relate to entertainment and performance activities. Working knowledge of occupational hazards and necessary safety procedures and equipment. Knowledge of theatrical production terms and techniques and the ability to produce desired stage and lighting effects. Knowledge of equipment parts and components. Knowledge of the billing procedures related to the use of contracted stagehands and related positions. Ability to use specialized electronic testing and repair equipment. Ability to work from schematics, penciled layouts, blueprints, and specifications. Ability to use documented programs. Ability to coordinate the work of large numbers of employees relative to particular events. Ability to communicate effectively, both in writing and orally, on the telephone and by using portable radios. Ability to give, understand, and follow oral and written work orders and instructions. Ability to manage time effectively, work under tight deadlines, pay considerable attention to details, and resolve operational problems effectively. Ability to use a computer to perform recordkeeping and report preparation. Ability to review final bills for accuracy. Ability to establish and maintain effective working relationships with staff, vendors, City agencies, union representatives, and Overture Center clients and guests. Ability to delegate duties and ensure appropriate completion. Ability to deal tactfully and effectively with promoters, clients, and guests exercising personal judgment and initiative in resolving conflicts. Ability to act assertively when necessary. Ability to negotiate operational details with clients. Ability to operate and work from such equipment as aerial lift trucks and to work from heights using ladders. Ability to maintain adequate attendance.

Theater Technician 2

All of the above, but substituting the following for the knowledge section: Thorough knowledge of sound reinforcement, lighting, closed circuit television, and related audio/visual and electronic practices and equipment as they relate to entertainment and performance activities. Thorough knowledge of the tools and materials and the methods and practices used in the general installation, testing, operation, and maintenance of theatrical, lighting, audio/visual, electronic, computer, and telephone equipment and electrical connections associated with the entertainment industry. Working knowledge of theatrical production terms and techniques and the ability to produce desired stage and lighting effects.

Working knowledge of equipment parts and components. Working knowledge of occupational hazards and necessary safety procedures and equipment. Knowledge of the staffing and billing procedures related to the use of contracted stagehands and related positions. Knowledge of computer-aided design programs.

Add the following abilities: Ability to develop special purpose applications. Ability to prepare cost projections. Ability to design and construct custom fixtures, furnishings, and equipment from sketches and/or suggestions.

Theater Technician 3

All of the above, but substituting the following for the knowledge section: Thorough knowledge of the tools and materials and the methods and practices used in the general installation, testing, operation, and maintenance of theatrical, lighting, audio/visual, electronic, computer, and telephone equipment and electrical connections associated with the entertainment industry. Thorough knowledge of sound reinforcement, lighting, closed circuit television, and related audio/visual and electronic practices and equipment as they relate to entertainment and performance activities. Thorough knowledge of theatrical production terms and techniques and the ability to produce desired stage and lighting effects. Thorough knowledge of equipment parts and components. Thorough knowledge of the staffing and billing procedures related to the use of contracted stagehands and related positions. Thorough knowledge of occupational hazards and necessary safety procedures and equipment. Working knowledge of computer-aided design programs.

Training and Experience:

Generally, positions in this classification will require:

Theater Technician 1

Three years of experience in the installation, repair, and operation of theatrical staging, lighting, electronic, audio/visual, and related equipment in a large theater or civic center environment. Such experience will normally be attained after completion of coursework towards a degree in Theater Arts, Stage Management, or a related degree supplemented by coursework in the areas of electronics, welding, and/or carpentry. Possession of a 4 year degree in Theater Arts, Stage Management, or related degree, may be used to substitute for one year of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Theater Technician 2

Two years of experience coordinating and installing theatrical equipment and systems, as well as leading the work of stagehands and lower-level theater technicians, comparable to that gained as a Theater Technician 1 with the City of Madison. Such experience will

normally be attained after completion of coursework towards a degree in Theater Arts, Stage Management, or a related degree supplemented by coursework in the areas of electronics, welding, and/or carpentry. Possession of a 4 year degree in Theater Arts, Stage Management, or related degree, may be used to substitute for one year of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Theater Technician 3

Three years of advanced-level experience coordinating and installing equipment and systems, as well as leading the work of stagehands and lower-level theater technicians, comparable to that gained as a Theater Technician 2 with the City of Madison. Such experience will normally be attained after completion of coursework towards a degree in Theater Arts, Stage Management, or a related degree supplemented by coursework in the areas of electronics, welding, and/or carpentry. Possession of a 4 year degree in Theater Arts, Stage Management, or related degree, may be used to substitute for one year of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Physical Requirement (all positions):

Ability to lift 25 pounds repeatedly and 50-70 pounds frequently. Ability to work with arms overhead for extended periods; to bend, twist, stoop, climb ladders, work from heights, and perform other manual laboring tasks.

Necessary Special Requirements:

Ability to meet the transportation requirements of the position.

Specific positions may require training in areas such as lighting, sound, carpentry, welding, or rigging, to be completed during the probation/trial period. Such requirements will be established at the time a position is filled. Failure to complete the required training may cause the employee to not pass the probation/trial period.

Theater Technician 3 only: Advanced training and industry certification in sound reinforcement, lighting, rigging, closed circuit television, or related audio/visual and electronic practices and equipment as they relate to entertainment and performance activities.

Department/Division	Class Title	Comp. Group	Range
Overture Center	Theater Technician 1	16	12

Overture Center	Theater Technician 2	16	14
Overture Center	Theater Technician 3	16	15

Approved:

Brad Wirtz
Human Resources Director

Date