

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: THEATRE STAGECRAFT SPECIALIST**

**SALARY TABLE: 29**

**SALARY RANGE: 29**

**BASIC FUNCTION:**

Under the direction of the Director- Theatre Arts, coordinate, oversee and participate in the design, construction, alteration, forming, painting, finishing and set-up of scenery and props, and preparation, installation, set-up and operation of lighting and sound equipment and systems for theater productions; review, evaluate, design and prepare related drawings and specifications; train and provide work direction and guidance to assigned staff and student workers.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Coordinate, oversee and participate in the construction, alteration, forming, painting, finishing and set-up of scenery and props, and preparation, installation, set-up and operation of lighting and sound equipment and systems for theater productions; identify and coordinate response to production needs involving scenery, props, lighting and sound systems.

Review, evaluate and prepare technical drawings and specifications for theatre productions including scenery, sound and lighting design and related working drawings; determine material, equipment, time and labor requirements; coordinate projects to facilitate accurate implementation of drawings, designs and specifications.

Train and provide work direction and guidance to designated staff and student workers; assign student duties and review work for accuracy and completeness; participate in recruitment activities as directed; develop schedules and provide input concerning employee evaluations as requested.

Communicate with production designers and Director to assure stagecraft assignments are completed in a timely manner and within established timelines; report issues, concerns or problems to the Director as necessary.

Develop and implement scenery, prop, lighting and sound projects; coordinate personnel, students and activities to meet theatre production needs in a safe, timely and cost-effective manner; review completed projects for compliance with established standards, requirements and specifications.

Coordinate, oversee and participate in the shaping and forming of various scenery and prop components utilizing appropriate saws, lathes, shapers and other equipment; assemble scenery and prop components utilizing drills, screws, nails and bolts.

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Oversee and participate in the application of paints or other surface coatings to scenery and props; mix and match paints and finishes to blend, harmonize or contrast colors according to theatre production needs and specifications.

Coordinate the preparation, hanging, hook-up and operation of lighting equipment; assure proper focusing and adjustment of lighting; oversee the set-up and operation of sound equipment and assure proper connection, volume, mixing and amplification.

Schedule, arrange and oversee rehearsals concerning lighting, sound and scenery for theatre productions; determine shift cues and rehearse crew shifts; coordinate and conduct the removal of scenery, prop, lighting and sound equipment and materials following theatre productions.

Operate a variety of industrial hand and power tools and equipment; assure safe and proper operation of tools and equipment; utilize a computer and assigned software, and a variety of audio-visual equipment used in theatre productions.

Implement production functions in scene shop lab activities; observe and assist students in completing related assignments; monitor and provide input concerning student progress.

Prepare and maintain a variety of lists, records and reports related to theatre productions, projects, designs, materials, equipment, students, inventory, budgets and assigned activities.

Monitor, assess and assist in developing and controlling budgets for theatre sound, lighting, scenery and props; prepare related cost estimates for individual theatre productions.

Monitor and maintain adequate inventory levels of designated production materials; contact vendors and outside agencies to research, order and arrange for the borrowing of materials and equipment.

Participate in establishing and maintaining project and theatre production time lines, schedules and priorities; resolve related issues, conflicts and discrepancies.

Communicate with College personnel, students and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Attend and participate in various meetings as assigned

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices, procedures, materials and equipment involved in the construction, alteration, forming, painting, finishing and set-up of scenery and props used in theatre stage productions.

Practices, procedures and techniques involved in the preparation, installation, set-up and operation of

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theatre production lighting and sound equipment and systems.  
Methods of theatrical stagecraft and types and uses of scenery, props, sound systems and lighting.  
Drawings and specifications for theatre productions including scenery, sound and lighting design.  
Carpentry, painting and other skills required in set construction.  
Operation and use of a variety of audio-visual equipment and hand and power tools and equipment.  
Appropriate safety precautions and procedures.  
Principles of training and providing work direction.  
Basic instructional methods and techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Operation of a computer and assigned software.  
Mathematic calculations and basic two and three dimensional geometry.

**ABILITY TO:**

Coordinate, oversee and participate in the design, construction, alteration, forming, painting, finishing and set-up of scenery and props, and preparation, installation, set-up and operation of lighting and sound equipment and systems for theater productions.  
Review, evaluate and prepare technical drawings and specifications for theatre productions including scenery, sound and lighting design.  
Develop and implement scenery, prop, lighting and sound projects.  
Train and provide work direction and guidance to designated staff and student workers.  
Prepare cost estimates and determine material, equipment, time and labor requirements.  
Operate a variety of audio-visual equipment and hand and power tools and equipment.  
Oversee and participate in the shaping and forming of various scenery and prop components.  
Implement, observe and assist students in completing scene shop lab activities and assignments.  
Prepare and maintain a variety of lists, records and reports.  
Operate a computer and assigned software.  
Perform mathematical calculations with speed and accuracy.  
Plan and organize work.  
Work independently with little direction.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in theater production or related field and three years increasingly responsible experience in the design, construction, alteration, forming, painting, finishing and set-up of scenery and props including work with the set-up and operation of lighting and sound equipment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

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Regular exposure to fumes, dust and odors.  
Frequent exposure to high noise levels.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Climbing ladders and working from heights.  
Standing for extended periods of time.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working at heights.  
Power saws and flying debris or nails.  
Chemical fumes.