

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**AUDITORIUM TECHNICIAN**

DEFINITION

Under general direction, supervise the operation, maintenance and use of Valencia Auditorium; to insure that the rules and regulations are properly observed; supervise employees and outside users; maintain scheduling and event coordination; and to do other work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise the operation, maintenance and use of Valencia Auditorium for District and outside organization meetings and performances. Act as District on-site representative at meetings and performances as required. Oversee all scheduling and event coordinator. Supervise, instruct and direct auditorium techniques, stage hands, ushers, and other employees in auditorium operations. Perform custodial, preventive maintenance and minor repairs to auditorium. Maintain District and government safety codes including fire regulations at all activities. Coordinate planning and preparation of stage equipment for performances. Maintain event board on a current basis. Supervise, instruct and direct employees in the operation of lighting equipment, audio system, rigging system and other related equipment. Verify time sheet for employees.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of methods and problems of stage, set design and construction. Knowledge of safety measures and hazards peculiar to theater productions. Knowledge of types and uses of lighting, audio, rigging systems and other stage equipment. Ability to perform, assign and assist assigned custodial and staging tasks. Ability to plan and coordinate assigned activities. Ability to work with people. Ability to carry out oral and written instructions. Ability to perform minor maintenance tasks. Ability to maintain simple records. Ability to work mechanical, electrical and stage equipment and instruct others on use. Ability to provide leadership and train personnel. Ability to establish and maintain good working relationship.

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Auditorium Tech (Continued)

Experience And Training Guidelines:

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

Experience:

Four years experience in the operation of theatrical equipment including one year in a leadership capacity.

Training:

Equivalent to completion of the twelfth grade.  
Additional specialized training in theatrical operations desirable.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved: April 25, 1995