



**Position Title:** Associate Instructor – Theater Technical Specialist  
**Reports To:** Director Media Services  
**Department:** Media Services  
**Prepared By/Date:** Martha Arrieta/03/23/2011  
**Approved By/Date:** Matilde Roig-Watnik/03/23/2011  
**Revised:**

**Job Code:** 3802  
**Job Group:** PENC  
**Salary Grade:** 12  
**FLSA Status:** Exempt

**Summary:**

This position serves as specialist of technical areas pertaining to events and productions of the Arts and Philosophy Department, campus, college and community events reporting to Media Services CIO. This position is essential for any theater presentations, campus, college, and community events at the North Campus

**Essential Duties and Responsibilities:**

- Provides all essential technical support for the academics in the Arts and Philosophy Department productions in the Lehman Theater, Studio Theater, Pawley Arts Center Breezeway, and other locations on campus
- Handles set design and construction, lighting, sound, props, and other tasks essential to events
- Maintains and takes inventory of the shop and equipment, and rigging on the stages and the control room
- Supervises theater students during the construction of the sets, technical rehearsals, and during performances
- Designs and arranges the sets for each show, oversees all events in the Arts and Philosophy Department, as well as all campus and guest events including award ceremonies, assemblies, and the North and Medical Campus commencements
- Provides essential technical support for performances, workshops, seminars, town meetings, and others events for local schools, agencies, and organizations
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Ability to understand and carry out instructions and to complete work assignments.
- Demonstrated knowledge of Microsoft Office (Word, Excel, Power Point, Publisher).
- Excellent telephone and customer service skills.
- Ability to work in a team environment with people in a multi-ethnic, multi-cultural environment.
- Excellent organizational and creative skills.
- High communication skills in English and Spanish.
- Ability to project a positive image of the College and its programs.
- Ability to exercise initiative and sound judgment.
- Ability to work a flexible schedule to support the needs of the Campus

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree from a regionally accredited institution and seven (7) years of related experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name