



Position Title: Associate Instructor – Theater Technical Assistant
Reports To: Director, Media Services
Department: Media Services
Prepared By/Date: Donna French/04-27-2011
Approved By/Date: Dr. Matilde Roig-Watnik/4-28-2011
Revised:

Job Code: 4803
Job Group: SNE
Salary Grade: 10
FLSA Status: Non-Exempt

Summary:

This position provides assistance to the operation of the theaters and supports a multidisciplinary department that includes Philosophy, Humanities, Theater, Music, Dance, and Art; as well as, College and community events.

Essential Duties and Responsibilities:

- Provides essential technical support to the Theater Technical Specialist
- Provides customer relations during performances and events at the theater or other sites
- Assists in the set design and construction, lighting, sound, props, and other tasks essential to events
- Maintains the inventory of the shop and equipment, and rigging on the stages and the control room
- Prepares correspondence and orders for play books obtaining performance rights, marketing, advertising, and general management of productions at the theater and other sites
- Manages the Box Office and provides assistance for the academics in the Arts and Philosophy Department, Community Education, and external guest productions in the Lehman Theater, Studio Theater, Pawley Arts Center Breezeway, and other locations on campus
- Supervises theater students during the construction of the sets, technical rehearsals, and during performances
- Assists in 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
- 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
- Excellent telephone and customer service skills
- Ability to communicate in English and Spanish
- Strong command of the English language
- 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 that may include evening and weekend assignments
- Ability to work in a team environment with people in a multi-ethnic, multi-cultural environment

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.

- Two years of college (60 credits) from a regionally accredited institution and two (2) years of related work experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name