

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Auditorium Specialist

**BASIC FUNCTION:** Under the supervision of the area Dean, coordinates the use of the Landis Auditorium facility and oversees the use of equipment and facilities for Auditorium events. This individual also assists in technical theater production (rigging of lighting equipment, construction of scenery and/or amplification of sound) for Performance Riverside events.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Communicates with non-Performance Riverside users of auditorium to determine specific scheduling, technical production, manpower, and equipment needs, fulfilling those needs as feasible.
2. Coordinates part-time employees used during Landis Auditorium events for outside agencies.
3. Runs lighting or sound equipment during Auditorium events.
4. Assists in areas of shop construction; hanging, focusing, and operating lighting equipment; rigging and fly mastering; and sound and special effect implementation.
5. Assists in construction of special projects.
6. Assists in maintenance of lighting and sound equipment and general stage maintenance.
7. Coordinates implementation of sound and/or lighting designs for Performance Riverside and other events.
8. Participates in District-provided in-service training programs.
9. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
10. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Three years of directly related experience as a theatrical technician is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Current scenic construction practices, lighting, and sound is required; all aspects of an operating theater facility; modern office practices and technology; proper English usage, grammar, punctuation and spelling; business letter writing and report writing; basic mathematics.

**ABILITY TO:** Maintain confidentiality in all matters as appropriate; to learn, interpret and apply rules, policies and procedures; to plan, organize and prioritize daily assignments and work activities; to communicate effectively in written and oral form; to deal tactfully and effectively with clients, vendors, co-workers, and the general public; to maintain accurate and well-organized records; to use computers for data and word processing; to operate and maintain a variety of office equipment as necessary in the performance of daily activities; to perform required mathematical calculations quickly and accurately.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other departmental staff, students

**WORKING CONDITIONS:** Normal theater environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.