

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE  
TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Stage Technician I

**DEPARTMENT/LOCATION:** Performance Riverside/Landis Performing Arts Center/Theatre Dept.

**BASIC FUNCTIONS:** Under the supervision of the area manager, the Stage Technician I assists in basic hanging of lighting instruments and setting up of audio. Helps to load in and build sets for Performance Riverside and/or Theatre Department. Set up for the upcoming running of rehearsals and performances. Runs a follow spot during performances, strikes and restores the stage from a prior performance to prepare for the next show to come into the auditorium.

**REPRESENTATIVE DUTIES:**

1. Assists in assembly of Performance Riverside and/or Theatre Department sets.
2. Assists in the set up of dance shows, music productions, graduations, or rental shows.
3. Assists in hanging of lighting instruments.
4. Operate follow spot during rehearsal and performances.
5. Assist in clean up of existing shows and preparing for the next show to come into the auditorium.

**QUALIFICATIONS:** At least 6 months of experience in technical theater. Able to lift 50lbs, no fear of heights, able to follow through with instruction and ask questions if something is not understood, able to use hand tools and a basic knowledge of some carpentry skills.

**HOURS / DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**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.