

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

POSITION TITLE: Stage Technician IV

DEPARTMENT/LOCATION: Performance Riverside/Landis Performing Arts Center

BASIC FUNCTIONS: Under the supervision of the area manager, the Stage Technician IV assists in hanging of lighting instruments and setting up of audio systems. Helps to load in and build sets for Performance Riverside. Assists in setting up and running of rehearsals and performances. Either runs the light board, fly rail, or stage manages back stage, strikes and cleans prior to performances to prepare for the next show to come into the auditorium. Work with students on a regular basis to set up for a production.

REPRESENTATIVE DUTIES:

1. Assists in loading in Performance Riverside sets and set construction of new items needed.
2. Assists in loading in and setting up of any dance shows, music productions, graduations, or rental shows.
3. Hanging and cabling of stage lighting equipment, and positioning and cabling of microphones.
4. Operate lighting or sound control equipment during rehearsals and performances.
5. Assist in the dismantling of existing shows and preparing for the next show to come into the auditorium.

QUALIFICATIONS: Any education or experience equivalent to an Associate's degree. At least one year of experience and continuing education or experience in technical theater. Able to lift 50lbs, no fear of heights, able to follow through with instruction, a self starter, able to use hand and power tools and a working knowledge of carpentry skills. Have a working knowledge of audio and lighting equipment. Able to understand and assemble a lighting plot, have a working knowledge of the fly rail system. Have the ability to pass training to operate personal lifts.

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.