

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

POSITION TITLE: Stage Technician

DEPARTMENT/LOCATION: Performance Riverside/Landis Performing Arts Center

BASIC FUNCTIONS: Under the supervision of the area manager, the Stage Technician performs a range of stage carpentry, lighting, and audio duties in support of rehearsals, performances, and events, including set load-in and construction, hanging and cabling of lighting and audio equipment, and operation of lighting and sound control equipment.

REPRESENTATIVE DUTIES:

1. Assists in the load-in, assembly, construction, and modification of sets and stage pieces for Performance Riverside, dance shows, music productions, graduations, and rental shows, using hand and power tools.
2. Assists in the hanging, cabling, and positioning of lighting instruments, audio equipment, and microphones.
3. Operates a follow spot, and lighting and/or sound control equipment, during rehearsals and performances.
4. Assists with fly rail operation and basic understanding and assembly of a lighting plot.
5. Assists in the maintenance of hand and power tools and stage carpentry, lighting, and audio inventory.
6. Assists in the strike, clean up, and dismantling of existing shows and preparation of the stage for the next production.
7. Performs other duties, related to the position, as assigned.

QUALIFICATIONS: At least one year of experience in technical theater, or equivalent education and training. Able to lift 50 lbs, no fear of heights, able to follow through with instruction and ask questions if something is not understood, a self-starter, and able to use hand and power tools with a basic to working knowledge of carpentry skills. Basic to working knowledge of audio and lighting equipment. Ability to gain a working knowledge of the fly rail system and to obtain personal lift certification.

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 Human Resources & Employee Relations.

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.