



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Theatre Technician
Payroll/Personnel Type:	10 Month (Non-Exempt)
Reports to:	Principal

Position Summary:

Perform the duties required to enhance the use of the school auditorium equipment for school and community use through expert maintenance, management, and scheduling.

Essential Functions:

- Manage and operate the school auditorium (equipment and facilities).
- Assist in the operation of the closed circuit broadcasting system and daily bulletin.
- Set up, adjust, and operate audiovisual equipment such as cameras, film and slide projectors, and recording equipment, for performances, meetings, events, classes, seminars and video conferences.
- Perform simple maintenance tasks such as cleaning monitors and lenses and changing batteries and lamps.
- Maintain hardware and software, including computers, sound boards, playback devices, input devices, etc.
- Install audiovisual equipment.
- Direct and coordinate activities of assistants and other personnel during production.
- Determine formats, approaches, content, levels, and mediums necessary to meet production objectives effectively and within budgetary constraints.
- Instruct users in the selection, use, and design of audiovisual materials, and assist them in the preparation of instructional materials and the rehearsal of presentations.
- Plan and prepare audiovisual teaching aids and methods for use in school systems.
- Acquire, catalog, and maintain collections of audiovisual material such as films, video- and audio-tapes, photographs, and software programs.
- Develop manuals, texts, workbooks, or related materials for use in conjunction with production materials.
- Construct, position, and design properties, sets, lighting equipment, and other equipment.
- Offer presentations and workshops on the role of multimedia in effective presentations.
- Produce rough and finished graphics and graphic designs.
- Confer with teachers to successfully prepare performances and presentations throughout the year.
- Reply to rental requests for venue and actively pursue leads that may lead to venue rentals.

Experience:

- Three to five years of professional experience in facility management, providing technical support and maintenance of auditoriums/venues and fine arts areas.

Education:

- Minimum of BA in technical field related to Theatre
- Strong technical knowledge of audio visual and lighting hardware and software
- Certificate or associates degree in Education preferred

Knowledge, Skills, and Abilities:

- Knowledge of auditorium equipment and stage technology (lighting design, sound design, recording, and mixing using digital and analog systems)
- Knowledge of video broadcasting systems and editing equipment
- Ability to interpret instructions furnished in written or oral form



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- Ability to effectively work and interact with others
- Good organizational and time management skills
- Self motivated, and self directing, requiring a minimum of supervision
- Team player in a dedicated department
- Must be will to be on-call outside of business hours
- Must be able to work effectively with students just beginning in the field of tech theatre and help further their technical education
- Must be flexible with technical requirements and submissions in a school environment
- Must further one’s own knowledge of emerging theatre technologies

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body

Working Conditions and Environment:

- Work is routinely performed in a school auditorium environment

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.