

## THEATER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing technical assistance to teaching staff, administration, students and community groups for utilization of theater facilities to present films, hold meetings, or produce dramatic and/or musical productions. Responsibilities include operation of computerized lighting systems and professional sound system. Additionally, incumbent is responsible for ensuring adherence to district rules, regulations and safety standards, and providing supervision for groups not supervised by a teacher. Work is performed under general supervision. Supervision is exercised over students involved in activities at the Performing Arts Center, such as stage crew or other service. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Works with district administration, staff, students and community groups by providing technical theater assistance, implementing lighting and sound designs for staging and producing dramatic and/or musical productions;  
Advises and assists in the selection, installation, maintenance and operation of lighting plot, audio recording, videotaping;  
Trains and supervises student stage crew in the use of theater equipment;  
Advises and assists all outside groups seeking to utilize the theater;  
Coordinates the usage of the theater to ensure all appropriate requests can be accommodated;  
Maintains records of theater usage and prepares special reports, as required;  
Serves as a technical advisor to those using the theater;  
Maintains working calendar of events scheduled for the theater;  
Maintains inventory of theater lighting supplies and equipment;  
Inspects theater's technical systems;  
Confers with district administration when outside services are needed;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of computerized theater lighting systems and professional theater sound systems; working knowledge of the specialized lighting and sound systems used in

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the theater; good command of the technical terminology relative to theater operations; ability to use personal computers; ability to read lighting plots and other theater and production related drawings or plans; ability to communicate ideas clearly and effectively to individuals and groups, both orally and in writing; ability to establish and maintain effective working relationships with a variety of people including children and teenagers, school administration, outside contractors, etc.; good judgment; patience; tact; initiative; flexibility.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years experience in either: any aspect of theater operations, theatrical productions, operation of lighting and/or sound systems in a theater environment, or installation or maintenance work with audio visual, cable television, theater sound and lighting systems.

SUBSTITUTION NOTE: Post-secondary education can be substituted for no more than one (1) year of the required experience on the basis of thirty (30) college credits per year.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.