



Position: Theatre Technician I

Department: PVCC Arts

Employment type: Part-time, 20 hours or less

Overview: As a member of the Art Department, the Theatre Technician I assist the Technical Director, Assistant Technical Director and other staff members in the theatre space.

Work Schedule:

Job Duties and Required Competencies:

Career & Self-Development

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
 - Discuss goals with supervisor for your future career objectives throughout the work experience.
 - Articulate your strengths and weaknesses to pursue a career in field.
 - Seek out learning opportunities and complete research as needed.

Communication

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
 - Meet weekly with supervisor to discuss upcoming and current performances and events.

Critical Thinking

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
 - Hang and focus lighting fixtures based on production needs.

Equity & Inclusion

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
 - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

Leadership

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
 - Maintain a professional attitude at all times.
 - Usher and manage the audience for events and performances.
 - Maintain safety standards at all times.

Professionalism

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**
 - Demonstrate appropriate business conduct at all times.
 - Complete projects and create supporting materials as assigned by the supervisor in a timely manner.
 - Uphold PVCC College policies and procedures.

Teamwork

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
 - Coordinate and collaborate with Theatre Technician II.

- Prepare, setup and take down backdrops and sets for each performance.
- Build and paint scenery for sets.

Technology

- **Skills:** Assist and support learning of tech skills and techniques of product.
- **Tasks:**
 - Program lighting fixtures based on production needs.

Additional Responsibilities:

- Support the Technical Director and Assistant Technical Director with additional tasks related to theatre operations as needed.
- Assist with troubleshooting technical issues during performances.

Required Qualifications:

- Experience with theatre technical operations and equipment.
- Basic knowledge of lighting and scenery setup and maintenance.

Additional Considerations:

- Availability for all performances and events as required.
- Ability to work flexible hours, including evenings and weekends.

By fulfilling these responsibilities, you will contribute to the smooth execution of theatre productions by ensuring technical aspects such as lighting and scenery are effectively managed and maintained, thereby enhancing the overall quality and professionalism of the performances.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu