

THEATER/TECHNOLOGY ASSISTANT
(BEDFORD # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position provides technical assistance to teaching staff and community groups interested in utilizing the school district theaters in order to produce dramatic and/or musical productions. The incumbent is specifically responsible for the operation of the computerized lighting systems and professional sound systems in these facilities, and, in the case of groups not supervised by a teacher, providing general supervision for adherence to the district's rules, regulations and safety standards regarding the use of these facilities. Supervision is exercised over a small number of students who constitute the Stage Crew, a student activity and service group. In addition to theater duties, the incumbent assists with the installation of personal computers in classrooms, labs and offices throughout the district. Does related work as required.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

MARY LOU MEESE THEATER/MIDDLE SCHOOL THEATER:

Serves as a technical advisor for theater productions; assists with the set-up of personal computers and network operations:

Works with 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 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 theaters;

Maintains inventory of theater lighting supplies and equipment;

Inspects theaters' technical systems;

Confers with supervisor when outside services are needed;

Uses computer applications software in the performance of the job.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

NON-THEATER FUNCTIONS

Cables, configures and installs computer hardware and computer networks; installs software for network and stand alone computers;

Installs and supports administrative and instructional software on computer networks;

Troubleshoots hardware and software conflicts and problems;

Installs software upgrade;.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of computerized theater lighting systems and professional theater sound systems; working knowledge of the specialized lighting and sound systems used in the theater; good command of the technical terminology used in the theater; good users' level knowledge of personal computers; ability to read a "lighting plot" and other production related drawings; ability to communicate, both orally and in writing with teachers, students, district administrative staff, vendors and outside contractors; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position;

ability to maintain effective working relationships with school district personnel, ability to effectively use computer applications software; vendors, contractors; sound judgement; patience; tact; initiative; flexibility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two (2) years of installation and maintenance work with audio visual, cable television, theater sound and lighting systems, including or supplemented by one (1) year of personal computer installation work; or (b) completion of thirty college credits, including 15 credits in computer course work, supplemented by one (1) year of installation and maintenance work with audio visual, cable television, theater sound and lighting systems experience as noted in (a) or (c) a satisfactory equivalent combination of the foregoing training and experience.

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.