

TITLE: PERFORMANCE TECHNOLOGY SPECIALIST

QUALIFICATIONS

Knowledge of

1. Audio and visual technologies especially as they relate to live performances, events, and productions.
2. Technical requirements and techniques for a variety of productions including but not limited to events, performances including musicals, plays, choir concerts, band recitals, dance recitals, and various civic center events.
3. Types and uses of lighting, sound, and other stage equipment.
4. Rigging guidelines and rules.
5. Basic electrical theory, sound, and lighting effects.
6. Audio/Visual technologies are necessary to support remote audience viewing and participation in live performances, events, and productions.
7. Materials, tools, methods, and equipment used in maintaining and operating performance spaces.
8. Basic English usage, writing, and math.
9. Safe working practices and procedures.
10. Safety rules and regulations for this position.

Ability to

1. Work evening and/or variable hours as required by the performance schedules.
2. Operate performance space infrastructure and equipment in a high-pressure environment.
3. Coordinate and operate various wireless and hardwired communication systems related to performance space infrastructure and equipment.
4. Safely rig performance space infrastructure and equipment.
5. Troubleshoot and/or repair performance space equipment and infrastructure.
6. Maintain a safe auditory and visual environment for audience members.
7. Program and playback complex visual and audio sequences.
8. Adapt control systems to operate via architectural control systems.
9. Program lighting control systems to operate as a stand-alone architectural control system or manual operation.
10. Present and maintain a pleasant appearance and demeanor.
11. Understand and carry out verbal and written instructions.
12. Work successfully with diverse groups of people.
13. Apply general policies and procedures to specific situations.
14. Perform the job functions in the job description.
15. Be a productive and active team member.
16. Learn and follow the operations, procedures, policies, and requirements of assignment.
17. Work independently and maintain the highest standards of workmanship, including maintenance of confidentiality.

PERFORMANCE TECHNOLOGY SPECIALIST

18. Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
19. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Two years of experience in the field of technical theater arts; including video, lighting, and sound systems or equivalent combination of training and experience required.
2. Good work history and attendance.
3. Ability to get an Activities Supervisor Clearance Certificate.

REPORTS TO: Assigned Administrator

JOB GOAL: Facilitates and coordinates a variety of district productions, events, and performances including but not limited to student performances, graduations and promotions, district events, and civic center usage. Performs installation, modification, repair, and maintenance of performance infrastructure in a variety of district performance spaces and assists in the design, deployment, and coordination of performance space installations, upgrades, and maintenance.

ESSENTIAL FUNCTIONS

1. Coordinates the setup and proper use of performance space infrastructure and equipment for a variety of performances, events, and productions, including, but not limited to, student performances, graduations and promotions, district and site events, and civic center usage.
2. Train staff, individual pupils or groups of pupils in the use of performance equipment and infrastructure, such as audio, video, and lighting systems.
3. Performs installation, modification, repair, replacement, and maintenance of performance infrastructure and equipment.
4. Determine need for and develop specifications for theater and media material and equipment.
5. Assists in the design and implementation of performance space infrastructure and equipment.
6. Coordinates contractors working on performance space infrastructure and equipment.
7. Keeps a record of performance space use and implements a pre/post-performance verification process for equipment and facilities.
8. Maintains a performance calendar and adjusts, if needed, weekly work schedules according to the logistical and technical needs of scheduled performances, events, and productions.
9. Coordinates the scheduling of performance spaces for a variety of groups, including, but not limited to teachers, students, district staff, and civic center.

PERFORMANCE TECHNOLOGY SPECIALIST

10. Ensures that all performance equipment and materials are properly used, stored, maintained, and inventoried.
11. Follows District policies and procedures.
12. Establishes and maintains effective rapport with those contacted in the performance of required duties to achieve identified goals.
13. Knows and understands the Mission and Core Values of the district.
14. Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Orders, receives, stores, and distributes supplies.
2. Checks and tests new equipment for proper operation before installing.
3. Maintains records of pending and completed performing arts activities; prepares written and oral reports as required.
4. Performs preventive maintenance on assigned district equipment.
5. Participates in district in-service training as required.

SPECIAL REQUIREMENTS

1. Must use safety equipment designated for this position.
2. Good physical condition, with stamina sufficient to maintain a rigorous work schedule requiring continuous physical exertion and frequent heavy lifting.
3. Must be willing to work a flexible schedule, including weekends and holidays.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and instructions, the display screen of various equipment and machines, and schematics.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to work at various elevated heights on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
18. Able to work in restricted spaces in a safe and effective manner.

PERFORMANCE TECHNOLOGY SPECIALIST

- 19. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
- 20. Able to operate a variety of powered and manual equipment commonly found in custodial services in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will give the evaluation.

Approved by: Board of Education Date: February 8, 2024
Revised: NA

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**