

AUDITORIUM TECHNICAL DIRECTOR SERIES

| <u>Code No.</u> | <u>Class Title</u> | <u>Occ. Area</u> | <u>Work Area</u> | <u>Prob. Period</u> | <u>Effective Date</u> |
|-----------------|---|------------------|------------------|---------------------|-----------------------|
| 1031 | Assistant Auditorium Technical Director | 02 | 170 | 6 mo. | 10/01/82 |
| 1030 | Auditorium Technical Director | 02 | 170 | 6 mo. | 10/01/82 |

Promotional Line: 116

Series Narrative

Employees in positions allocated to this series direct the use, maintenance, and construction of technical equipment and materials used in the production/presentation of major theatrical, musical, dance, or conference events in an auditorium complex, including sound systems, lighting system, rigging and counter-weight system, and set construction equipment and materials. They typically supervise stagehands and other technicians.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Auditorium Technical Director **1031**

Employees in positions allocated to this level serve as an assistant to the technical director of a facility. They work under general supervision of higher-level personnel.

An Assistant Auditorium Technical Director typically –

1. assists in supervising the operation, maintenance, repair, construction, or modification of technical equipment and/or materials by staff, students, or other assigned personnel:
 - a. trains subordinates in use of tools and equipment; assigns work; has input in performance evaluations; recommends disciplinary action if necessary
 - b. conducts formal training programs in the operation of equipment
 - c. acts as a lead worker for subordinates
 - d. reviews and inspects work for conformity to specifications
 - e. recommends staffing needs
 - f. enforces safety standards
2. assists in management of technical operations of facility(-ies):
 - a. controls tools, supplies, and equipment by issuing, receiving back, and maintaining equipment and tool inventories

- b. makes arrangements for projects to be completed by outside electricians, carpenters, etc.
 - c. plans and carries out preventive maintenance programs
 - d. enforces facility and university policies and procedures and may recommend revisions to supervisor
 - e. assumes the duties and responsibilities of the supervisor during periods of absence
3. assists in supervisor in advising users of equipment and materials of facility(-ies), (such as advising road-show crews of facility and equipment capabilities)
 4. participates in work operations as required:
 - a. operates, maintains, repairs, and/or modifies equipment if required work is beyond capacity of subordinates and within the employee's
 - b. plans and assists in the construction of scenery and stage equipment
 5. performs other related duties as assigned

Level II: Auditorium Technical Director**1030**

Employees in positions allocated to this level manage the technical work operations of an auditorium facility and supervise technicians, stagehands, and Assistant Auditorium Technical Director positions; they work under administrative supervision of higher-level personnel.

An Auditorium Technical Director typically –

1. manages operations of the facility(-ies):
 - a. enforces facility and university policies and procedures and recommends revisions to supervisor
 - b. maintains records and prepares reports on budgets, labor costs, equipment and materials inventory/costs, use of facility, and user needs
 - c. generates billing information for labor and equipment costs
 - d. determines need for outside services when required work is beyond capacity of available facilities or personnel
 - e. coordinates services with other departments within the facility
 - f. makes inspections and studies of problems that arise
 - g. is responsible for the security of the facility
 - h. is responsible for storage and inventory of equipment and materials

- i. completes necessary correspondence
2. directs the work activities of subordinates involving technical equipment and materials of the facility(-ies):
 - a. directs the operation, maintenance, repair, construction, or modification of equipment or materials by staff, students, or other assigned personnel
 - b. interviews and selects employees, establishes work schedules, assigns work, completes performance evaluations, and disciplines and counsels employees
 - c. develops training program in operation of equipment
 - d. develops and enforces safety program
 - e. reviews progress or completion of assignments
 - f. determines staffing needs for special projects and organizes work of a group of employees
3. advises users and supervisor on equipment and materials of facility(-ies):
 - a. serves on planning/coordination committees of groups that may use the facility
 - b. explains stage and equipment capabilities
 - c. advises local groups on staging techniques (such as advising student groups on lighting or sight lines of stage)
 - d. advises supervisor of technical advances in equipment and either modifies existing equipment or recommends purchase of new equipment
4. participates in work operations as required:
 - a. operates, maintains, repairs, and/or modifies equipment if required work is beyond capacity of subordinates and within the employee's
 - b. designs or constructs or assists in construction of scenery and stage equipment
 - c. designs lighting for special theatrical productions (such as a dinner theater in a temporarily equipped facility)
5. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Assistant Auditorium Technical Director** **1031**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) 18-semester hours of college credit for course work in theater design and technology (such as courses in stage lighting, stage rigging, stage craft, scene design, sound systems, or technical direction)

or
- (B) 18 months of work experience in technical operations of theatrical productions

or
- (C) any combination of training and experience, as defined above, that totals 18 months, computed on the basis of one credit hour being equivalent to one month of experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to supervise and/or train assigned personnel
2. ability to operate different types of stage lighting control equipment
3. ability to operate different types of sound systems
4. ability to operate standard woodworking power and hand tools
5. knowledge of stage rigging and counter-weight systems
6. ability to perform minor maintenance, repair, and/or modification of stage and sound equipment
7. willingness to work unusual and varying hours

Level II: Auditorium Technical Director **1030**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of credential requirements for the Assistant Auditorium Technical Director
2. one year of work experience in a position equivalent to the assistant Auditorium Technical Director, as defined in this series, including the supervision of stage crew and technicians

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. possession of attribute requirements listed for Assistant Auditorium Technical Director

- 2. ability to apply sound business procedures and practices in the management of the technical operations of an auditorium
- 3. ability to coordinate diverse technical operations of an auditorium
- 4. ability to deal effectively with faculty, staff, students, and road show crews
- 5. ability to design and utilize lighting

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| Assistant Auditorium Technical Director | New |
| Auditorium Technical Director | New |