

Assembly Hall Series

Code No.	Class Title	Occ. Area	Prob. Period	Class Spec Effective Date	Exam Effective Date	Last Action
0500	Assembly Hall Attendant	08 Custodial Services	6 mo.	~~05/18/1992~~	~~12/01/2022~~	Revised
3298	Assembly Hall Stagehand	14 Skilled Trades	6 mo.	~~05/18/1992~~	~~12/01/2022~~	Revised
3437	Assembly Hall Physical Facilities Supervisor	02 Semi-Professional	6 mo.	~~10/15/2001~~	~~12/01/2022~~	Revised

Promotional Line: 60

Series Narrative

Employees in this series perform and/or supervise work involved in the maintenance and conversion of a large multi-purpose building (such as an assembly hall) for a wide variety of events (such as basketball games, stage productions, banquets, concerts, and conventions). Employees also perform and/or supervise technical operations of associated stage and building equipment (such as stage lighting, stage grid and rigging, building sound and lighting systems, temporary show equipment, theatrical scenery, and curtains).

Note: You may substitute the terms "arena" or "field house" ~~may be substituted~~ for "assembly hall" throughout the class series, as applicable.

DESCRIPTIONS OF LEVELS OF WORK

0500

Level I: Assembly Hall Attendant

Employees at this level perform custodial work and assist in the conversion and maintenance of facilities and equipment in a large multi-purpose building. They work under direct supervision from a designated supervisor.

A(n) Assembly Hall Attendant typically — Illustrative examples of work:

1. Performs work involved in the conversion of facilities and set-ups for events (such as basketball games, stage productions, banquets, concerts, conventions, and ice shows);
2. Provides staging services (such as construction, maintenance, set-ups, and striking of sets before, during, and after public events);
3. Performs custodial work required for the routine cleaning and upkeep of the building, including mopping, scrubbing, sweeping, renovating, and renewing floors; cleaning, waxing, and dusting building furnishings; washing windows and other interior and exterior glass work; and cleaning and servicing lavatories, toilet rooms, and restrooms;

4. Operates grid, grid console, spotlights, and/or other stage production equipment according to cue sheets as required;
5. Sets up stage props, scenery, dashers, displays, and exhibits as required;
6. Moves furniture, supplies, props, or other materials and equipment, and assists in the unloading and loading of same to and from trucks as required;
7. Sweeps or shovels snow from steps and walks at building entrances and connecting walks;
8. Inspects, cares for, cleans, operates, and lubricates mechanical equipment;
9. Performs other related duties as assigned.

3298

Level II: Assembly Hall Stagehand

Employees at this level perform work required for the preparation, maintenance, and operation of stage lighting, stage grid, and rigging; for the operation and maintenance of arena sound and lighting systems; for the set-up and moving of temporary show equipment brought to the operating unit, and for the installation and removal of theatrical scenery and house curtains. The employees work under direct supervision from a designated supervisor.

~~A(n) Assembly Hall Stagehand typically –~~ Illustrative examples of work:

1. Performs work required to maintain the safety, trim, and proper rigging of a grid system, battens, and winched cables;
2. Performs such technical specialties as the splicing of cables and ropes, the use of stage weights and stage braces, the maintenance and the correct use of tie lines, the maintenance and repair of curtains, and the periodic inspection of curtains in storage to prevent damage;
3. Operates the grid control panel and telemetering device;
4. Cuts, installs, changes, and maintains inventories of lighting gelatins;
5. Focuses the x-ray lights, eyeball lights, front lights, spotlights, and special lights for general and specific uses;
6. Installs special purpose lights on battens and connects them to the electrical system;
7. Relamps those lighting systems that are on dimmers and maintains both usage records and inventories of special varieties of lamps required there;
8. Puts into position before or during any public event the microphones designated and selects the proper types of microphones for specific purposes;
9. Installs and removes stage properties, house curtains within the fabric stage house, and scenery;
10. Maintains, operates, and relocates all types of spotlights;
11. Maintains and operates stage batten lights and the allied control panels;

12. Maintains and operates a sound system, patch panel, control panel, amplifiers, and speakers;
13. Maintains, operates, and installs projection equipment;
14. Maintains, operates, and installs sound recording equipment;
15. Takes precautions to ensure the safe operation of equipment in the theater grid or other elevated places; is alert to the continuous danger inherent in the catwalks, grid, and light platforms; and helps prevent access thereto of unauthorized persons;
16. Performs assigned functions in connection with closed-circuit television reception;
17. Opens and closes traveler curtains;
18. Performs other related duties as assigned.

3437

Level III: Assembly Hall Physical Facilities Supervisor

Employees at this level supervise and perform work involved in the conversion of facilities for a large variety of events in a large multi-purpose building. They also supervise and perform technical operations of associated stage and building equipment. They work under general supervision from a designated supervisor.

~~A(n) Assembly Hall Physical Facilities Supervisor typically – Illustrative examples of work:~~

1. Supervises the conversion of facilities and set-ups for events (such as installation of the basketball floor, changing the building into an arena, arranging and removing stage and associated equipment, and arranging seats for large conventions);
2. Cooperates with program producer-directors to adapt existing physical facilities to program needs;
3. Is responsible for the storage and maintenance of equipment and materials associated with building facilities preparation for public events;
4. Coordinates work of assigned crews using accurate, day-to-day schedules;
5. Makes self available for special events, regardless of the schedule of the work week;
6. Supervises the activities of assistants and crew performing construction, maintenance, set-ups, and the striking of sets before, during, and after public events;
7. Operates or supervises the operation of grid and grid console according to cue sheet during rehearsals and performances;
8. Constructs stage props, scenery, dashers, displays, exhibits, and mechanical contrivances to create special mobile sound or sight effects as required;
9. Supervises the construction, set-up, technical operation, and striking of equipment associated with stage productions;
10. Recommends the purchase of equipment and supplies needed for special events;

11. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

0500

Level 1: Assembly Hall Attendant

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:
 - A. High school diploma or equivalent
 - OR -
 - A.B. One year of work experience performing janitorial, maintenance, facility operations, construction, stagecraft, or related duties.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Skill in using and maintaining hand tools and power tools.
2. Skill in performing janitorial duties, including removing trash and debris, cleaning floors, mopping, and cleaning windows.
3. Skills in basic carpentry and construction techniques that allow you to complete basic, routine tasks.
4. Reading skills at a level that allows you to recognize and understand basic written words and simple sentences.
5. Writing skills at a level that allows you to compose sentences that convey information effectively in written form.
6. Verbal communication skills at a level that allows you to communicate effectively using spoken words, including the ability to listen and ask questions.
- 1.7. Ability to work as directed and to follow instructions.
- ~~1. Ability to work varying and unusual work schedules.~~
- ~~2. Ability to lift heavy objects.~~
- ~~3. Ability to perform closely controlled and purposeful physical movements (physical dexterity).~~

3298

Level 2: Assembly Hall Stagehand

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:

A. High school diploma or equivalent.

- OR -

B. One year of work experience performing janitorial, maintenance, facility operations, construction, stagecraft, or related duties.

- AND -

1.2. Two ~~(2)~~ years (24 months) of professional experience working with stage equipment, public address or sound reinforcing systems, and/or lighting for live-theater purposes.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of electricity and electronic theories, sound system operation and maintenance procedures, theatrical lighting system operation and maintenance procedures, and terminology and principles pertinent to electric, electronic, sound, and light equipment.
2. Knowledge of stage scenery, illumination, and properties; familiarity with equipment and materials pertaining thereto.
3. Knowledge of stage rigging procedures.
4. Ability to operate and maintain sound and lighting equipment appropriate to the professional presentation of live-theater productions, addresses, concerts, and similar programs.
5. Ability to work as directed and to follow instructions.
- ~~6. Ability to work varying and unusual work schedules.~~
- ~~7. Ability to lift heavy objects.~~
- ~~8. Ability to use your hands in a skillful, coordinated way to grasp and manipulate objects and demonstrate small, precise movements (manual dexterity).~~
- ~~9. Ability to concentrate on a task over a period of time without being distracted.~~

3437

Level 3: Assembly Hall Physical Facilities Supervisor

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One of the following:

A. High school diploma or equivalent.

- OR -

A-B. One year of work experience performing janitorial, maintenance, facility operations, construction, stagecraft, or related duties.

- AND -

2. Three ~~(3)~~ years (36 months) of professional experience working with stage equipment, scenery, draperies, grids, hardware, and props, and/or in the set-up and operation of the arena, multi-purpose building, portable stage platform, or exhibition facilities.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of stage scenery, lighting, and props and familiarity with equipment and materials pertaining thereto.
2. Skill in the use of hand tools.
3. Ability to work varying and unusual work schedules.
4. Ability to supervise.

~~You may substitute the terms "arena" or "field house" for "assembly hall" throughout the class, as applicable.~~