



JOB DESCRIPTION: THEATRE TECHNICIAN

CAMPUS	Johannesburg Campus
DIRECT SUPERVISOR	Director of Technology
START DATE	As soon as possible

POSITION OVERVIEW

The Theatre Technician will plan, organize, and perform technical and clerical support activities for the AISJ Theatre and the Fine Arts Center (FAC), and any other venues that may be used for public gatherings. The Theatre Technician will display a flexible attitude, and will undertake varying roles as dictated by performance and rehearsal requirements in an educational setting. The Theatre Technician will support educators and students in achieving learning goals within the scope of the theatre and other related venues. He/she will assist in the safe operation and maintenance of theatre lighting, sound, rigging, video projection and related equipment and systems used in support of staging musical productions, drama productions, music concerts, dance, school assemblies, meetings, and related events. He/she will assist with a variety of clerical office duties and advance preparation for facility usage. He/she will perform related additional duties as required and assigned, and assist needs of users and volunteers under direction of the School Director, Director of Operations, Director of Technology, IT Manager and K-12 Performing Arts Teachers.

QUALIFICATIONS

- High School / Matric graduation or equivalent to the completion of the twelfth grade supplemented by coursework or training in professional theatre operations, performing arts, or a related field.
- An Associate Degree or Bachelor Degree in Theatre is a plus.

PREFERRED SKILLS AND EXPERIENCE

Knowledge of:

- Operational characteristics and techniques used in theatre production lighting, sound, and rigging equipment.
- Operations, services and activities of technical operations for theatre programs.
- Principles, methods, materials, equipment and tools used in technical operations.
- Experience in video mapping is advantageous.
- Principles and practices of theatre sound engineering. A working knowledge of digital sound desks is advantageous.
- Principles and practices of stage lighting. A working knowledge of digital lighting desks is preferred.
- Methods and techniques in maintaining, installing, and repairing electrical and mechanical equipment used in stage- productions. (This does not extend to maintenance and repair where a licensed electrician is required.)
- Principles and practices of theatre stage rigging.
- A basic competency in stage carpentry, and working experience of scenic design and construction, would be an asset.
- Theatre pre-performance, performance, and post-performance activities as well as supervise and organize strike, and return of rented materials in conjunction with the AISJ Transportation Department.

- Basic principles of operational characteristics of computer hardware and software.
- An interest in the world of theatre and a good awareness of the industry and its workings.

ABILITY TO

- Set up, program and operate ETC lighting, light and sound desk consoles.
- Ensure the safe technical operations of the theatre venues.
- Operate and maintain equipment, materials, tools, and supplies used in technical production and basic set design.
- Evaluate equipment needs and notify supervisor of need to repair or replace. Communicate with the Director of Operations, Director of Technology and IT Manager for budgeting of repairs, as well as contacting relevant service providers to complete repairs.
- Troubleshoot theatre equipment and computer problems.
- Utilize standard office equipment including computers and related software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with school personnel, teachers and students, and with those visiting the school, contacted in the course of work.
- Able to work on his/her own initiative and to solve problems.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met to successfully perform the essential functions of this job.

- Environment: Office, theatre, and stage environment; exposure to noise, dust and electrical energy; work with machinery; work at heights on scaffolding and ladders.
- Physical: Sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding technical duties; walk, stand or sit for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling.

TECHNICIAN DUTIES AND RESPONSIBILITIES

- Plan, organize and implement the maintenance and operation of performance-related equipment at the theatre venues, including lights and lighting console, sound equipment, video projector, microphones, sound console, speakers, special effects equipment, rigging system, IT equipment and other technical systems used during events, rehearsals, performances, and academic assessments.
- Program sound equipment, lighting equipment, video projector, IT equipment, rigging controls and other technical systems in advance of performances and productions.
- Troubleshoot and resolve problems with production equipment, monitor scene shop work space and the security of all equipment.
- Liaise with teaching staff of music and drama departments of various divisions, and co-ordinate activities between them, including scheduling of the facility.
- As required, in conjunction with and under the guidance of teaching staff, assist in facilitating technical support for teaching sessions, carry out demonstrations during teaching sessions, and provide technical theatre advice and assistance for students and staff on major productions and academic projects.
- As required, in conjunction with and under the guidance of teaching staff, supervise students when working in the production and technical areas to ensure their work is done in a safe manner with special attention to cat walks, gantries, and fly bars and the safe set up, use, and strike of rostra.
- Coordinate with school community, staff, visiting artists, and presenters on using the stage space, sets, props, costume delivery and set-up, and assist in the installation and set-up of props and sets.
- Monitor the condition of equipment, including lighting, sound, and rigging; notify the Director of Operations, Director of Technology, and IT Manager of the need to repair and replacement equipment.

- Utilize proper safety practices and procedures, and ensure all people in the theatre understand safety.
- Manage and maintain curtains - gauze, sky cloth - rear traverse, main curtain and fire curtain.
- Maintain and check fire exits and doors.
- Maintain a variety of files and records of equipment and manuals in conjunction with Director of Operations and Director of Technology; enter and retrieve information from a computer; assist with other functions, as needed.
- Ensure that sufficient spares are stocked to maintain or replace equipment for which responsibility is held, including consumables.
- Be on site to supervise performances and deal with technical emergencies or issues as required.
- Serve as the technical representative for groups using the facilities; coordinate with production companies and other organizations using the facility to determine technical requirements in supporting the school community and teaching and learning.
- Coordinate with school maintenance for routine cleaning of facilities of theatre house, wings space, dressing rooms, scenic design shop, and storage area.
- Perform other related duties as required to address theatre needs and changing theatre practices.
- Other duties as may be assigned.

WORK HOURS

7:30 to 4:00 Monday to Friday

Willing to work and be flexible regarding additional hours that may be required during the work week

Weekend and/or evening work will be required

For more information contact Shane McLaren at recruitment@aisj-jhb.com