AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PART TIME TECHNICIAN THEATRE PAC**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**P/T IT 5**	DUTY DAYS:		DATE REVISED:	**05/06/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM REQUIREMENTS:

This position requires two (2) years of experience in technical theatre, including lighting, audio, carpentry, rigging, and front of house operations. A high school diploma or equivalent is required.

JOB PURPOSE AND RESPONSIBILITIES:

This position requires an industrious work ethic and outstanding interpersonal and organizational skills, as well as a meticulous attention to detail. Incumbent must have an ability to work independently, under pressure in a multi-task environment, and as a dynamic and supportive part of a team. Experience with lighting and audio consoles, and basic stage tech is required. Provide support for events taking place at the PAC to include setup, operation of sound systems, lighting systems, video projection equipment, rigging systems, orchestra pit manipulation, orchestra shell manipulation, arranging tables and chairs for meetings, choir risers, theatrical sets, and other related items and equipment based on event needs. This position will provide evening and weekend management for events as deemed necessary. Additionally, professionalism and customer service play an important role in this position.

KNOWLEDGE AND SKILLS:

- Knowledge of sound, lighting, video projections, and theatrical equipment.
- Prepare spaces for events, including but not limited to, installing orchestra shell, marley flooring, tables & chairs, stage lighting, running cable for audio, and prepping microphones.
- Ability to work on ladders, genie & scissor lifts, as well as on the catwalks and grid.
- Strong organizational skills
- Excellent communication skills.
- Courteous and helpful attitude in working with others.
- Knowledge of applicable district policies
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals, ladders, genie & scissor lifts, as well as on the catwalks and grid.

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Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving, occasional climbing, stooping, bending, kneeling, crouching, reaching, pushing, infrequent pulling of weight, moderate lifting and carrying.

Lifting: Frequent moderate lifting and carrying (45 pounds), or greater mass requiring mechanical assistance.

Environment: PAC Center or school setting, occasional prolonged hours; districtwide travel, reduced light, extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

Incumbent works under the supervision of the appropriate supervisor of the department. Incumbent will have contact with administrators, students, and teachers.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	