

# HIGHLINE PUBLIC SCHOOLS Job Description

**JOB TITLE: PERFORMING ARTS CENTER (PAC) TECHNICIAN**

**GROUP: Teamsters II**

**LEVEL: Appendix A**

**FLSA STATUS: Exempt**

**WORKDAYS PER FISCAL YEAR: 246**

**HOLIDAYS: 14**

**SUMMARY:** The position of Performing Arts Technician works at the Performing Arts Center and is knowledgeable in all aspect of stage craft, including set building, stage rigging, sound equipment set up and operation and safe construction and assembly practices. The Performing Arts Technician will be expected to consult with PAC artists, administrators and performers regarding the technical aspects of performing arts production and general safety on stage and working areas of the PAC.

This position provides groups using the Performing Arts Center the technical support and knowledge required to put on a successful event. Responsibilities include training, supervising and evaluating the student stage crew; working with the Performing Arts Center Manager and user groups in establishing technical needs for an event; preparing the crew and stage for an event.

**CONTEXT AND WHO WE ARE:** Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

**OUR PROMISE:** *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure proper preparation of areas for performer and/or audience use. Move furniture, equipment and supplies as necessary.
- Solve production problems related to scenery, properties, furniture, special effects, lighting and sound. Work with user group's stage manager or director to set cues for events such as programming lights, setting sound levels, etc.
- Ensure a safe environment in the theatre for audiences, performers and staff. Post safety requirements necessary to the use of equipment in the theatre. Maintain stage, off-stage, storage, catwalk and scenery areas in a clean and orderly condition.
- Maintain inventories of supplies and equipment in an orderly manner; recommend proper maintenance and repair of equipment and facility, including ordering of parts and services.

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- Operate and maintain equipment as required; ensure its safe and proper use; protect district facility, equipment and supplies against pilferage, loss, or abuse.
- Assist with maintaining building security.
- Assist in developing and implementing student technician training program. Assist in the selection and training of student stage crew and substitute head technicians. Responsible for training and supervising students and technicians in the proper use of equipment, theatre and district safety regulations, and professional attitudes.
- Maintain grooming and attire appropriate to district standards; represent district in a professional and businesslike manner.
- Maintain appropriate physical condition and health status necessary to perform duties and responsibilities as assigned.
- Obtain and maintain all licenses and certificates necessary to accomplish assigned duties and responsibilities.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience**

High School Diploma or equivalent

Three years of increasingly responsible technical theatre experience (including all aspects of theatre production) and supervision of staff.

### **ADDITIONAL REQUIREMENTS:**

Be available on an on-call/as-needed basis. Flexible hours required.

### **CONDITION OF EMPLOYMENT:**

Pass a post hire, pre-employment physical assessment test

Criminal background clearance

Valid WA state driver's license, good driving record and proof of insurance

Work alternate shift as assigned

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

### **KNOWLEDGE OF:**

Safety standards, laws, codes, rules, regulations, policies and procedures relating to the use and handling of stage and theatre equipment

Use of stage lighting, sound, video and other production equipment

School Board policies and procedures

Effective training techniques

### **ABILITY TO:**

Communicate effectively verbally and in writing

Read and interpret set design plans and light plots

Work flexible hours and shifts

Operate a microcomputer and related software

Establish and maintain effective working relationships with other people

Work collaboratively with school and central office administrators, parents, and community members

Demonstrate understanding of and experience with cultural competence

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Remain flexible to changes in assignments or situations  
Organize activities, set priorities, and follow instructions  
Comply with district board policies  
Comply with district safety rules and regulations

**REPORTING RELATIONSHIP:** Reports to Highline Performing Arts Center Manager

**EVALUATION:** The Performing Arts Technician will be evaluated by the Assistant Director of Facilities or designee based upon performance of duties and responsibilities.

**PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, bend (neck and back), and use hands for repetitive grasping and for pushing/pulling. The employee is occasionally required to use hands for fine manipulation, squat, kneel, climb (stairs and ladders), reach overhead, lift overhead, crawl, knee stand, and lift and carry. The employee will frequently have to push/pull objects.

The employee is expected to frequently lift and/or carry up to 20 pounds and occasionally lift and/or carry up to a maximum of 94 pounds; mechanical lift must be done for items greater than 94 pounds. The employee is expected to occasionally push a maximum force of 73 pounds, push with assistance up to 100 pounds and mechanical push only for weights over 100 pounds. The employee is expected to occasionally pull a maximum force of 81 pounds, greater than 81 pounds should be done with assistance. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor and outdoor conditions. The employee occasionally works near video display. The noise level in the work environment is usually moderate. Office and theatre environment; exposed to backstage hazards; may be required to solve several production problems simultaneously.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

### CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.05.30  
Revised Condition of Employment section, 2022.03.07  
Updated Context and Mission statement, 2021.02.17  
Transferred to newest format by Human Resources, 2014.09.10  
Updated format and Physical Demands per WorkSteps evaluation, 2013/02  
Revised by Human Resources, 02/2011  
Created by the Personnel Department, 6/93

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Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, [titleixofficer@highlineschools.org](mailto:titleixofficer@highlineschools.org); Civil Rights Act: District Ombudsman, 206.631.3104, [civilrightscordinator@highlineschools.org](mailto:civilrightscordinator@highlineschools.org); Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, [504coordinator@highlineschools.org](mailto:504coordinator@highlineschools.org), Address: 15675 Ambaum Blvd. SW, Burien, WA 98166