**JOB ANNOUNCEMENT**

**EXTRA HELP/HOURLY POSITION**

**JOB TITLE:** PRODUCTION TECHNICIAN  
(AUDITORIUMS)

**LOCATION:** FACILITIES SERVICES

**HOURLY RATE:** $17.00 - $20.00 Depending on Experience

**REPORTS TO:** Facility Use Manager

**STARTING DATE:** As Arranged

**SUMMARY:** Responsible for the coordination of production requirements and technical needs for school and community events. Informs and assists the customer in the proper use of district facilities and works closely with Event Staff. Provides security and ensures compliance of school district policies (i.e. safety, tobacco, and alcohol use).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (include the following. Other duties may be assigned) Coordinates production requirements and reviews them with the District Auditorium Technician and user group upon arrival. Power on, set-up and test all equipment prior to customer’s arrival and diagnose technical problems with equipment. Set-up stage prior to performance or arrival of group, and assist production/event with load in, set-up, strike, and load-out of all equipment. Operate lighting and sound boards, spot lights, rigging systems and other required systems for duration of performance. Perform shut-down procedures for all theatrical systems and equipment. Report issues and/or problems with equipment or group to the District Auditorium Technician. Communicate and coordinate with Event Staff when front auditorium doors should be open to the public and other "Patron Related" issues. Ensure the safe use of the auditorium by all users. Assist with evacuation of auditorium space in the event of an evacuation. Work with Event Staff to assure that all occupants are out of the building and a safe distance away. Assist in Front of the House (lobby) set.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND TRAINING:** Four years of high school or GED, plus specialized advanced courses in technical theatre production. Equivalent combination of education and experience accepted.

**EXPERIENCE:** 0-2 years experience in sound operations and knowledge of theatrical lighting operations.
SKILLS, KNOWLEDGE, & EQUIPMENT: Operating knowledge of equipment generally found in auditoriums such as theatrical lighting, sound systems, rigging, and knowledge of productions. Ability to travel to/from district and community sites in a timely manner; must have own transportation.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado Driver’s license preferred.

SAFETY TO SELF AND OTHERS: In order to safely perform this position, the employee must be familiar with the safety rules of the job and participate in all safety training provided by the department. Employee must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if unsure how to perform a task safely, stop and ask supervisor for instruction before continuing.

All employees of the District are responsible for maintaining a safe and healthy work place and ensuring that safety precautions and practices are followed.

Employees are expected to immediately report any unsafe working conditions or safety problems to the immediate supervisor. Until corrective action is taken, ensure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl, and talk or hear. The employee must occasionally lift and/or move up to 10 pounds and must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee occasionally works at height (catwalk) and is at risk of electrical shock. The noise level in the work environment is usually moderate to loud.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

AN EQUAL OPPORTUNITY EMPLOYER