



School District #54 (Bulkley Valley)

JOB DESCRIPTION

THEATRE TECHNICIAN

Location: Della Herman Theatre

SUMMARY:

Reporting to the School Principal/designate, the Theatre Technician supports the use of the Della Herman Theatre by students and the community. This position requires that the Theatre Technician work independently and have a flexible work schedule.

DUTIES:

- Prepares the theatre for school and community use
- Cleans and maintains the theatre
- Provides technical and setup support for theatre users
- Familiarizes students with technical training and safety procedures of the theatre
- Ensures the safe and proper use of the theatre and equipment by community groups
- Assists students and drama department in their productions
- Ensures theatre equipment is in good working order and coordinates repairs with the appropriate departments (including minor repairs and installations)
- Ensures the security of the theatre and building during use by community groups
- Ensures that all safety procedures are followed including occupant load and fire evacuation procedures
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the efficient operation of the theatre
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Technical training in the operation of a community theatre including (light, sound, multi-media)
- Demonstrated working knowledge of computer applications and software relevant to theatre
- Minimum of two years of current relevant work experience
- Electronics or electrical training would be an asset.
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5, B.C. Driver's License and an exemplary driving record as demonstrated by a current driver's abstract
- Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer