THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title: Theatre Technician

Title Code: 04885 (Non-Competitive)

FLSA Status: Non-Exempt

Date Issued: June 30, 2003

General Duties and Responsibilities

Under general supervision provides technical assistance in the preparation, performance and take down operations of staged theatrical events that are not part of the instructional functions of an academic department.

General Work Tasks

- Assists with the installations, maintenance and repair of equipment and systems.
- Follows work plans and instructions for each production.
- Interfaces with all incoming companies and in house staff in a professional manner.
- Maintains artistic standards.
- Keeps abreast of latest equipment and techniques in the field and abide by all safety standards.
- All employees in this title assist the Production Manager, Technical Director, Stage Manager or designee with all stage preparation and production related tasks from load in through strike and with care and maintenance of all house theatrical goods and equipment. Performs related work.
- Loads and unloads trucks and carries in theatrical goods and equipment including scenic elements, properties, lighting and sound equipment.
- Assists in setting up and taking down scenery, orchestra shell, musician’s chairs, music stands, pulling curtains, etc.
- Assists Theatre Technician Specialist in setting up and operating audio and/or lighting equipment.
- Performs specific production tasks for each individual event as assigned by the Technical Director or designee such as costumes, wardrobe, scenic art and props.
- Assists with the care and maintenance of all house theatrical goods and equipment.
- Moves scenery, props and other equipment during performances as needed.
- Attends all technical rehearsals and performances as directed.
- Cleans sweeps and/or mops the stage before and after performances.

Theatre Technician (04885)
Qualification Requirements

1. A High School diploma or equivalent and two (2) years of full-time experience with technical stage and theatre load in, set up, production and strike.

2. Apprentice or intern experience as a technical stage/theatre assistant is acceptable on an equivalent basis toward the qualifying work experience.

3. College credits in a program major of Theatre/Drama or a closely related field can be substituted for up to one Year of the general technical theatre experience with 60 college credits equal to one (1) year of work experience.

   NOTE: Due to the nature of theatrical/stage production schedules, employees in this title may be required to work any of the following: irregular schedules; extended days; evening, night or day hours; weekends and holidays.

   Employees in this title may be full time or hourly.

Direct Lines of Promotion
FROM: TO: