

Jurisdiction: Ithaca City School District

Jurisdictional Class: Competitive

Adopted: 11/14/12

Revised: 09/07/22

## **TECHNICAL ASSISTANT FOR FINE AND PERFORMING ARTS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for the supervision and oversight of the technical operations of Ithaca City School District theatres, including lighting, sound, and set design and construction. The Technical Assistant serves as a resource for students and teachers regarding theatrical production activities, and instructs students and teachers in the proper use and operation of lighting, sound equipment and other technical needs of concerts, productions and other performances in the district theatres. For all ICSD performing arts events, the Technical Assistant fulfills the role of Technical Director. The Technical Assistant also assists with developing, establishing and implementing production goals and objectives for the Ithaca City School District. Work further involves routine activities such as keeping equipment inventory, maintenance of storage areas, and minor cleaning and repair of arts center equipment. Evening and weekend hours are often required. The work is performed under the general supervision of the Director of Visual and Performing Arts with considerable latitude allowed for the exercise of independent judgment and creativity. Working supervision is exercised over students engaged in technical activities for fine arts productions and performances. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Operates, maintains and safeguards the technical assets of school district theatres, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities;

Provides guidance to teaching staff and students and/or makes final determinations as appropriate regarding the necessary technical supports for productions and performances, such as lighting, sound, staging and special production needs;

Supervises and participates in the design, construction, set up and striking of sets for theatrical productions and projects;

Works with staff towards common instructional and production goals;

Assists in creating an environment conducive to learning and appropriate to the maturity and interests of students;

Acts as Technical Director for all evening and weekend ICSD events;

Creates, maintains and supervises a student technical organization;

Attends meetings and serves on staff committees as appropriate;

Attends all evening and weekend extracurricular events as they relate to ICSD productions;

Recruits and assigns all crews for all ICSD productions and notifies teachers in writing of technical crew assigned to productions;

Serves as a resource for theater technology and assists teachers in those classes;

Inventories and maintains all ICSD theatrical equipment pertaining to performing arts;

Orders replacement lamps and other consumables for all theaters;

Ensures the proper operation and care of all AV and technical equipment;

Maintains an orderly storage area for lighting, sound, and other theatrical equipment.

## Technical Assistant for Fine and Performing Arts

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#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the modern techniques, equipment and procedures used in theatre productions, including set design and construction, stage lighting; audio technologies, computer, computer networking and AV equipment; good knowledge of the proper operation and maintenance of audiovisual equipment and computers; working knowledge of curriculum development, instructional and production goals and objectives; ability to prepare concise oral and written reports; ability to perform routine cleaning and maintenance of technical and AV equipment; ability to keep inventory of equipment; ability to work well with teachers and students; ability to assist students and teachers in theater technology activities as required; proven ability to interact effectively with students, their families, and community members who represent cultures that are diverse in terms of race, class, ethnicity, sexual orientation, and other characteristics in order to build an effective and collaborative school community; energetic and enthusiastic commitment to student learning; good judgment; creativity; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's degree in Fine and Performing Arts, Visual Communications, Visual Arts, Computer Technology, or a related field with similar course curriculum. The coursework for such degree must have included at least five (5) theatrical productions that involved activities such as technical direction, lighting, sound, carpentry, video or related activities; or
- B. Possession of an Associate's degree in Fine and Performing Arts, Visual Communications, Visual Arts, Computer Technology, or a related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, in theatrical productions that involved activities such as technical direction, lighting, sound, carpentry, video or related activities; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time and/or volunteer equivalent, in theatrical productions that involved activities such as technical direction, lighting, sound, carpentry, video or related activities; or
- D. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Note:** College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.