

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: PAC AND AUDIO-VISUAL TECHNICIAN

DEPARTMENT: RED BLUFF HIGH SCHOOL

REPORTS TO: PRINCIPAL

DEFINITION:

Under general direction of the Principal: operates and oversees the theatre/performing arts Audio Visual services, including the coordination of light, sound, and visual systems and any other equipment required to produce an event. To provide repairs as needed for lighting, stage, sound and other production equipment or tools as instructed. To prepare and set up for multi-media and audio-visual equipment, as needed and could be for scheduled events throughout the District. Hours vary per RBHS needs however position is 8 hours per day. Some over-time and weekends required.

EXAMPLES OF DUTIES:

- Responsible for Audio Visual functions.
- Operates and oversees the operation of all sound and lighting equipment and systems in the District theater/performing arts facilities
- Assists with District Office to maintain calendar of PAC building events
- Maintains AV equipment and repair as needed
- Assists in the supervision of student assistants as needed for AV services
- Maintains necessary records and inventories
- “Calls” the shows in the PAC
- Collaborates with staff in charge of building and painting sets
- Edits Music
- Performance/Events include but are not limited to: Rallies and daytime events on campus; drama, dance, band and choir performances; graduation ceremony; District presentations; Student Government events (ex. Mr. Spartan) and any other AV needs
- Provides other related duties as needed

QUALIFICATIONS

Knowledge of:

- Techniques of AV theatrical or related performances
- Operation and repair of the sound and lighting equipment and systems in the District theatre/performing arts facilities
- Audio-visual and multimedia equipment set-up and repair
- Modern lighting design and systems
- Stagecraft and operation
- Sound reinforcement systems
- General safety practices and procedures

Ability to:

- Understand and follow oral and written instruction
- Operate and repair AV equipment
- Establish and maintain effective relationships with other staff members, public and those contacted in the course of the work
- Complete written and visual reports to supervisors, maintain a variety of records and reports
- Act independently to troubleshoot and repair audio-visual problems
- Meet the public tactfully and courteously
- Maintain a neat personal appearance

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Requires the ability to walk and stoop, kneel, crouch, or crawl, stand, bend, climb or balance, talk or hear and taste or smell
- Requires vision (which may be corrected) to read small print
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Requires the ability to stand for long periods
- Requires the ability to walk long distances
- Requires the ability to perform work which involves the frequent lifting, pushing and/or pulling objects which may weigh approximately 60 pounds and may occasionally weigh up to 100 pounds
- May be required to work around moving mechanical parts and electrical current
- Subject to indoor and outside environmental conditions
- May be required to work at various heights with the use of a ladders, catwalks or mechanical lifts and crawl in tight spaces
- May have exposure to extreme heat from stage lights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ENVIRONMENT

The work environment indicated below is examples of the environmental conditions this position classification must expect in carrying out the essential job functions.

- Frequently exposed to fumes or airborne particles
- Occasionally exposed to wet and/or humid conditions
- Occasionally exposed to moving mechanical parts, high precarious places; toxic or caustic chemicals
- Occasionally exposed to outside weather conditions
- Risk of electrical shock and vibration
- Noise level is usually moderate

- Subject to driving a vehicle
- Subject to working evenings and variable hours

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of audio/visual experience and a good work history indicating reliability and dependability

Education:

Possession of a high school diploma or its equivalent

License Requirement

Possession of a valid California Motor Vehicle Operator's License.