

Arlington School District No. 16
Job Description

JOB TITLE: Stage Crew – Performing Arts Center

CLASSIFICATION:	Classified
LOCATION:	Performing Arts Center
REPORTS TO:	BPAC Coordinator
HOURS:	Days and hours vary
SALARY:	Per PSE Schedule A

SUMMARY: This position is responsible for arranging and operating stage equipment, and maintaining props and costumes in the Byrnes Performing Arts Center. Byrnes Performing Art Center positions are on-call positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Move scenery at the stage level, often by rolling on and off stage to and from the wings
- Move chairs, music stands, piano, other props
- Open and close curtains
- Operate fly rail during performances
- Bring battens in and out keeping the fly system in balance
- Add or remove weights from counterweight system
- Responsible for placing, connecting, and/or operating “practical” electrical fixtures or effects
- Responsible for maintenance and placement of hand props before scenes and their retrieval after the scene
- Responsible for maintenance and placement of costumes; assisting performers in getting into and out of costumes
- Ensure and monitor that sets are in compliance with fire and safety regulations
- Advise users of safety precautions as needed
- Maintain inventory of equipment and supplies
- Other duties may be assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to maintain positive and effective relationships with students, district staff and a variety of others from diverse backgrounds
- Knowledge of technical equipment operation in a theater or auditorium setting
- Skill in oral and written communications
- Ability to use necessary equipment or tools
- Ability to provide instruction and demonstrate techniques

QUALIFICATION REQUIREMENTS: *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/or EXPERIENCE:

High school diploma or equivalent

Experience in the operation and use of lighting, sound and stage equipment for a performance or theater group.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff and the community.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to walk, stand, and use the hands to handle, finger, or feel objects, tools, or controls. The employee may occasionally exert, carry or lift up to 30 pounds. Successful performance requires specific vision abilities that include close vision to focus on a computer screen for extended periods.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is typically performed at the Byrnes Performing Arts Center. The employee is typically required to lift and move heavy and awkward objects up to 30 pounds; work at heights from air lift and catwalk; crouch, crawl, bend or kneel to fix lighting equipment; be exposed to high intensity heat.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

June 2018