

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Performing Arts Technician			BOT Date: November 17, 2004
Level: H	FLSA Status: N	Class Code: N0811	Adm. Rev:

GENERAL DESCRIPTION

Responsible for the operations, scheduling, and assistance in all performance related activities in the designated visual and performing arts performance areas.

	KEY RESPONSIBILITIES	% OF TIME
1. *	Supervision and participation in the lighting, sound design, set placement and all other equipment needs for each production. This includes planning meetings, load-in, set-up, technical rehearsals, performances, and strike.	25%
2. *	Represents the Campus, Visual and Performing Arts program while working with arts organizations and renters. Responsible for identifying need in hiring technical support, hiring, and making contractual arrangements as needed.	20%
3. *	Oversees and manages master calendar and paperwork for all four performance spaces. Responsible for approval of paperwork from HCC executives. Maintains organized records for period review.	20%
4. *	Trains and supervises all event stage crew, faculty, staff and students on all stage equipment for each performance. Facilitates all work calls, scheduling, production meetings and job assignments.	15%
5.	Produces annual schedule for maintenance repairs/renovation of performance spaces. Produces a periodic schedule for all planned/proposed major repairs, upgrade and maintenance.	5%
6.	Meets with key user groups to establish and implement operational theater policies and guidelines.	5%
7.	Responsible for insuring the performance spaces, related storage areas and loading dock are in compliance with State and Federal regulations. Serving on Risk/Safety committee to report concerns. Maintains all first aid kits and other safety equipment, enforcing the use of safety equipment for all activities in performance spaces.	10%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	Associate's Degree or two-year college equivalent required.	
Experience:	3-5 years prior related experience.	
Planning:	Plans events that are expected to occur in the next one to three months, or on a quarterly basis. The scope of planning may impact the department or equivalent.	
Impact of Actions:	Provides supportive advice, analysis, or related services which impact the expenses or revenues but with no authority to actually spend the budget.	
Impact of Decisions:	Moderate responsibility for making recommendations or decisions which typically affect the entire department, but may at times affect the operation, services, individuals, or activities of others outside the department.	
Complexity:	Work is complex and varied and requires selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.	
Decision Making:	Supervision is present to establish and review broad objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
Problem Solving:	Involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures, and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
Communications with Others:	Requires regular internal and external contacts to carry out programs and to explain non-specialized matters, or to supply or seek information on non-specialized matters.	
Supervision of Others:	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or department activities.	
Job-Related Knowledge:	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
Innovation/Creativity:	Work requires using original and creative thinking to develop new, moderately complex, results. The results generally impact several work groups, a large project or an extended customer base.	
Working Conditions/Physical Effort:	Work involves standing, kneeling, crawling, walking, climbing or stooping. Lifting up to 50 lbs.	