

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: STAGE TECHNICIAN

Reports To: Designated Supervisor

UW Job Code: 5253

UW Job Family: 51 - Technicians

SOC Code: 27-3099

FLSA: Non-exempt

Pay Grade: 17

Date: 8-1-00 (revised 3-1-15)

JOB PURPOSE:

Provide technical assistance for theatre, auditorium, concert hall, conference centers, cultural affairs, production companies, and outside school organizations by setting up and/or operating stage, lighting and sound equipment; provide custodial services for designated facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide technical assistance for performances and events.
- Set up and operate lights or sound during performances, events, rehearsals, and classes.
- Provide and assemble equipment for events, performances, rehearsals, and classes including electrical, lighting, video, sound, and other stage equipment; assist with load-in/out of shows.
- Inspect temporary technical equipment to ensure it is functioning properly.
- Ensure that facilities and equipment are locked and secure after performances.
- Effectively communicate with supervisor, support staff, clients and members of performance group.
- Perform custodial duties according to established standards for cleaning and maintaining buildings and facilities in a designated area.

SUPPLEMENTAL FUNCTIONS:

- May plan, assign and check work of support staff.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Initiative
- Work Standards

- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years related experience including technical theatre with stage lighting design and basic electronics and custodial experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Stage setups.
- Basic construction methods.
- Basic lighting and sound systems.
- Basic cleaning methods and procedures.
- Occupational hazards and safety precautions of the trade.

Skills and Abilities to:

- Follow routine verbal and written instructions.
- Understand and follow specific instructions and procedures.
- Read, understand, follow, and enforce safety procedures.
- Work as a team member and foster a cooperative work environment.
- Effectively communicate with supervisor, support staff, and members of performance group.
- Maintain effective supervisory relationships.
- Provide basic technical assistance for performances and events.
- Troubleshoot and repair basic lighting and/or sound equipment.
- Perform basic maintenance to lighting and/or sound equipment.
- Operate a variety of lighting, sound and video systems.
- Build stage setups to standards.
- Perform a variety of custodial and cleaning tasks.
- Lift and/or manipulate objects weighing up to 100 pounds regularly.

WORKING CONDITIONS:

Theatre, stage, auditorium, or concert hall environment; exposed to confined spaces and heights associated with lighting rigs and catwalks; regularly subject to vapors, fumes and dust.

DISTINGUISHING FEATURES:

Stage Technician: Provides technical assistance for theatre, auditorium, concert hall, conference centers, cultural affairs, production companies, and outside school organizations by setting up and/or operating stage, lighting, video and sound equipment; provides custodial services for designated facilities.

Stage Technician, Senior: Provides senior-level technical assistance for theatre, auditorium, concert hall, conference centers, cultural affairs, production companies, and outside school organizations by setting up and/or operating stage, lighting and sound equipment; program and operate computerized lighting and sound control boards; design, analyze, interpret, build and safely operate complex and advanced theatrical stage lighting, video and audio systems for performances and events; coordinate facilities and set needs with visiting clients/performers; train assigned support staff in proper usage of lighting and sound equipment; provide custodial services for designated facilities.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.