



PART-TIME OPPORTUNITY

Job Title	Theater Staging Specialist
Location	Diablo Valley College, Performing Arts Center
Job Group	Temporary Part- time
Work Hours	Variable (0-20) hours per week - Monday through Sunday: The Theater Staging Specialist will work on scheduled events presented in the evening and/or weekend hours. Specific hours to be arranged.
Hourly Salary	Salary Range 59 - \$22.87/hr
Job Duties	<p>The Theater Staging Specialist will participate in the design, construction and maintenance of stage sets; supervise and assist in the operation (rigging, lighting and sound) and general usage of the Performing Arts Theater.</p> <p>Duties may include, but are not limited to, the following:</p> <p>Confer with directors and designers on current production; build production scenery using woods, metals, and fabrics; operate power/hand tools and machinery.</p> <p>Supervise and train students in the use of facility related equipment, such as lighting, sound, and rigging; oversee set construction in workshop areas.</p> <p>Provide instructional staff with appropriate teaching materials; prepare stage and classroom for instructional and campus use.</p> <p>Recommend/order supplies and equipment; maintain/monitor inventory.</p> <p>Develop technical illustrations, drafting, descriptions, and plans for construction; contract with designers for productions.</p>

	<p>Maintain stage rigging and hardware, lighting equipment, and sound equipment; contract out maintenance or request for maintenance personnel when necessary.</p> <p>Design and construct new installations, such as floors, rigging, light grids and cabinets.</p> <p>Provide labor, production, and rental cost estimates.</p> <p>Perform related duties as assigned.</p>
<p>Minimum Requirements</p>	<p>Knowledge of: Stage lighting and sound requirements for a variety of theatrical productions. Stage properties, furniture and scenery. Proper methods, techniques, and materials for stage craft. Structural engineering, carpentry, electronics, and drafting.</p> <p>Skill to: Accurately estimate material and labor costs. Interpret plans, designs, and specifications; design basic stage settings. Maintain records, logs, and inventories. Organize and prioritize the work of self and others. Safely operate a variety of hand and power tools. Perform accurate mathematical calculations with speed and accuracy. Supervise and train student assistants. Communicate effectively in both oral and written form. Understand and carry out both oral and written instructions in an independent manner. Establish and maintain effective work relationships with those contacted in the performance of required duties.</p> <p>Experience and Training Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:</p> <p>Experience: Two years of technical stage experience in a theater setting with exposure to all facets of performing arts, and supervisory experience.</p> <p>Training: Equivalent to completion of an Associate degree in theater production or a related field.</p>

How to apply	Please e-mail resume and cover letter to Michael Almaguer, Dean, Division of Applied & Fine Arts, Diablo Valley College at malmaguer@dvc.edu
Questions	Call (Michael Almaguer, Dean) at (925) 685-1230 ext. 2312 or 2311

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