

Classification Specification: Theater Design Technician

Classification Number: 52835 Pay Grade:
Effective Date: September 27, 2013 Current Exemption Status: Nonexempt

Position Summary

Oversees the operations of a specific shop within the Theater/Film Department. Supervises undergraduate and graduate student workers. Manages schedule and budget related to productions, equipment and other classroom activities.

Essential/Primary Duties

- Supervises graduate and undergraduate student workers, and students doing daily lab/studio work, including establishing priorities and production schedules and individual work assignments. Maintains and reports all student lab/studio hours to faculty as needed.
- Creates drawings, patterns, costumes, scenery or other materials for all sets.
- Maintains shop and tools in proper working order. Purchases all needed materials and supplies. Ensures all safety policies and procedures are understood and followed and are in compliance with University standards.
- Establishes daily work schedules.
- Maintains all financial records and budgets.
- Assists and provides input in developing annual production calendar. Works with department faculty and staff to establish production meeting schedules.

Experience and Education

Experience

- Three to six months related experience required in theater construction, set design or costuming

Education

- High school diploma or GED required

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.
Must be able to work flexible hours on a rotating basis. May be required to work some nights and weekends.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to effectively utilize audio/visual equipment
- Ability to operate hand and/or power tools appropriate to the trade
- Basic computer drafting skills and understand basic construction engineering

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.