

# West Linn-Wilsonville SD 3J

## Performing Arts Technician - WHS (8320)

### JOB POSTING

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#### Job Details

Title	<b>Performing Arts Technician - WHS</b>
Posting ID	<b>8320</b>
Description	<b><u>Performing Arts Technician - Wilsonville High School</u></b>

*This is an 11 month position (221 contract days) in a full school year.*

*The position is salaried and under the Classified Bargaining Unit.*

**Please note: To comply with Governor Kate Brown's Executive Order, all staff, substitutes and volunteers in K-12 schools are required to be fully vaccinated by October 18, 2021. Upon hire we will need to collect a copy of your COVID-19 vaccination card or evidence of a qualifying medical or religious exception from the mandate.**

#### **DEFINITION**

Under the supervision of the principal or designee, performs a variety of tasks associated with the smooth technical operation of the school auditorium and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Performing Arts Technician is responsible for supervision of technical operations at the Wilsonville High School Performing Arts Center, including communicating with internal and external stakeholders, overseeing crew, managing events, and serving as stage manager when necessary. The Performing Arts Technician will ensure that all members of the production team, guest artists, and community renters have the necessary support to accomplish their jobs safely, properly, and to a high standard of educational and professional excellence. This position will provide technical support for a wide range of events, including performances by the school's co-curricular performing arts programs (such as choir, band, and theater programs), other school programs requiring use of the Performing Arts Center, community organizations, and a variety of other special events.

This position requires a flexible work schedule to meet operational needs, with night and weekend work frequently required.

#### **EXAMPLES OF DUTIES**

Develop a maintenance schedule; coordinate the maintenance of the theatrical technical system to include diagnosing equipment issues, evaluations of theatrical system operations. Recruit and train technical crews; ensure proper qualifications of individuals to operate technical equipment. Schedule, coordinate, train and oversee the work of students, staff, and temporary crews performing technical work for performances. Construction, including load-ins, performances, and load-outs. Assist teachers with instruction. Installation and operation of production lighting, sound, video and rigging equipment. Oversee the proper operation of the scenic shop and properly maintain its equipment. Scenic, lighting and sound design as needed and as duties allow.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Broad experience and knowledge of various performing arts, especially those that are co-curricular programs at the school
- Industry best practices to ensure the safe/proper operation and maintenance of a variety of technical production equipment, DMX lighting controls, LED production fixtures, audio

- systems, sound reinforcement, video and a variety of other performance equipment.
- Mac and PC computer platforms
- Safety precautions to be observed in the use and maintenance equipment.

**Ability to:**

- Communicate well and maintain harmonious working relationships with other employees, students, and the public;
- Locate and repair problems with auditorium equipment other electronic equipment;
- Take direction on other duties as assigned;
- Must routinely lift up to 50 pounds unassisted and over 50 pounds with assistance;
- Multitask and set priorities
- To be punctual and reliable
- Complete all district required trainings.

**Experience:**

- A minimum of five years progressively responsible technical theater positions.
- Previous experience working in a proscenium theater with fly loft and associated fly systems.
- Creating a culture of safety and pre-professional work environments.

**Education:**

- A Bachelor's degree in technical theater production or a combination of education and professional experience that demonstrates comparable knowledge, skills, and abilities necessary to perform at a professional level.
- Applicant will hold and continue to work toward industry specific and job appropriate certification if applicable;

**PREFERED QUALIFICATIONS**

- Experience in a school performing arts program
- Experience with Theatrical Lighting Systems
- Experience with A/V integration control systems including video projection
- Working knowledge of industry software
- Working knowledge of theatrical networks
- Experience in facility management
- Network broadcast streaming services
- Working knowledge of Google suite applications

**Benefits**

The West Linn-Wilsonville School District offers a competitive benefits package, including District-paid 6% PERS retirement contribution, Medical, Dental, and Vision insurance, an Employee Assistance Program, and [Professional Development & Tuition Reimbursement](#) (prorated based on FTE). For a full list of benefits offered to our employees, please click [here](#).

**Community and District Information:**

The West Linn-Wilsonville School District is nestled within two thriving cities, West Linn and Wilsonville, within the rural area of Clackamas County. Both communities have a strong legacy of support for their schools, music and arts endeavors, and the overall well-being of their patrons. The school district and surrounding communities have experienced steady, constant growth over the past three decades. The estimated student population of the District as of February 2023 is 9,100.

It is the policy of the West Linn-Wilsonville Board of Education and School District (WLWV) that no discrimination or harassment on the grounds of race, color, national origin, religion, sex, sexual orientation, age, marital status, veterans' status, genetic information, or disability shall occur if the employee with or without reasonable accommodation, is able to perform the essential functions of the position. These protections apply to students, employees, and other members of the public. West Linn-Wilsonville School District is committed to equal access and equal opportunity in all activities/services, educational programs, and employment. Persons having

questions regarding equal opportunity and nondiscrimination should contact the Director of Human Resources at the West Linn-Wilsonville School District, 503-673-7095.

*Shift Type*                    **1.0 FTE**  
*Salary Range*                **\$55,000.00 - \$61,902.98 / Per Year**  
*Location*                      **Wilsonville High School**

**Applications Accepted**

*Start Date*                    **03/24/2023**  
*End Date*                      **04/06/2023**