



Stage Technician Intern Job Description

Department:	Technical Department
Supervisor:	Assistant Technical Director and/or other designated personnel
FLSA Category:	Non-Exempt
Terms of Employment:	At Will
Position Status:	Part-time, hours vary depending on shows
Annual Salary:	Hourly rate based on experience

Position Summary:

The program consists of at least 1000 hours of instruction and on-the-job training divided into four levels. Upon successful completion of the program, the intern will then be eligible to be recommended, at the discretion of the Technical Production staff, to the International Alliance of Theatrical Stage Employee (IATSE) Local 122's call list as a permit worker. The graduated intern's hours will be credited by Local 122's towards their pre-apprenticeship with that organization. While this is a paid internship, the program is meant to be educational. Only those applicants who are looking for a technical theatre educational experience and are willing to put a minimum of two years into the program should apply.

Duties and Responsibilities:

Under the direction of the Assistant Tech Director, the Stage Technician Intern learns how to work all of the technical aspects of theatrical performances, concerts, and other events. Duties may include but are not limited to:

- Learning to set up and operate all types of lighting equipment, including computer and manual lighting controllers, followspots, and theatrical, video, and non-industry lighting instruments
- Learning to set up and operate all types of audio equipment, including mixing consoles, playback units, amplifiers, speakers, and microphones
- Learning to set up and operate all types of projection equipment, including film, slide, and video equipment
- Learning to operate a theatrical counterweight system, including the loading and unloading of arbors from both a loading bridge and the stage floor
- Learning to set up both small- and large-scale symphony shells, including towers and flown ceilings
- Learning to set up and take down the equipment required for all Technical Department events in the complex, including areas outside of the two theatres
- Learning to work in a technical position and how to operate technical equipment during the event, rehearsal, or performance
- Learning how to clean and maintain all theatre production equipment and backstage areas
- Fulfilling the CCAE's Mission Statement
- Other related duties as may be deemed necessary by the Technical Director.

Knowledge, Skills, and Abilities:

The Stage Technician Intern must have the ability to:

- Understand and follow directions
- Learn and follow safety procedures
- Report to all work calls at the scheduled time
- Safely and properly use hand tools
- Lift and carry up to sixty pounds
- Learn to safely use and work on ladders and personnel lifts (may be waived for special circumstances)
- Work in low- and no-light environments
- Establish and maintain good relations with CCAE clients, staff members, and casual employees'

Physical Demands:

- Sitting, standing, walking, climbing stairs, climbing ladders, speaking, lifting, listening, identifying sounds (levels, frequencies, etc.), reading.

The minimum physical requirements for the position during a typical workday are as follows:

- | | |
|---|--------------|
| • Bending/stooping | Occasionally |
| • Squatting | Rarely |
| • Crawling | Rarely |
| • Climbing stairs | Frequently |
| • Climbing ladders | Occasionally |
| • Lifting and carrying | Frequently |
| • Reaching above shoulder | Occasionally |
| • Crouching | Rarely |
| • Kneeling | Rarely |
| • Sitting | Frequently |
| • Pushing/pulling up to 1200 lbs. with assistance | Occasionally |
| • Grasping | Occasionally |
| • Standing | Frequently |
| • Mobile | Frequently |

Please note: Rarely = 1-4%
 Occasionally = 5-33%
 Frequently = 34-66%

- Corrected hearing acuity: Average
- Corrected visual acuity: Average
- Manual dexterity: Sufficient to meet the duties as stated

Please note: The statements herein are intended to describe the general nature and level of work being performed by the Stage Technician Intern. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

The Stage Technician Intern must successfully complete a minimum of 1000 hours to complete the program. This training period may be extended, at the discretion of the Assistant Technical Director. The Stage Technician Intern position status is non-exempt and casual. The Stage Technician Intern may be required to work evenings, Saturdays, Sundays, and holidays, depending upon the performance schedule. These 1000 hours can then be used towards earning your membership in the IATSE Local 122 Stagehand Union.

Other Essential Requirements are to:

- Integrity – *Think and act ethically and honestly. Take responsibility for his/her actions.*
- Customer Orientation – *View the organization through the eyes of the customer.*
- Team Player – *Support the larger organizational and team agendas more than personal goals.*
- Communicativeness – *Actively and openly seek and share information.*
- Self-Objectivity – *Know personal strengths and limitations and work towards improving self.*
- Positive Impact – *Make a positive impression; be optimistic and enthusiastic; energize others.*
- Drive/Energy – *Be passionate about the work; continue to produce in exhausting circumstances.*
- Problem Solving & Decision Making – *Be resourceful in finding ways to improve things*

Education and Experience:

Due to federal and state child labor laws, as well as the nature of theatrical events and the long work days, Stage Technician Interns must possess a high school diploma or equivalent and must be over the age of 18.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle or feel objects, tools and/or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and or move minimum of 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision,

peripheral vision, depth perception and an ability to adjust focus. (See below for a more detailed explanation of physical requirements).

Working Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is moderate to loud.

California Center for the Arts, Escondido is an equal opportunity employer