



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving Job Specification and Salary Range for the Position of Stage Technician (Community Center).

MEETING DATE: Wednesday, September 5, 2001

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: Adopt Resolution Approving Job Specification and Salary Range for the Position of Stage Technician (Community Center)

BACKGROUND INFORMATION:

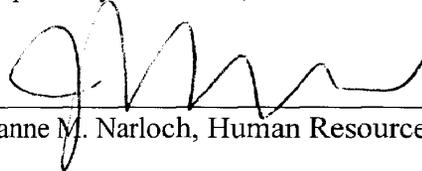
The Stage Technician presented here represents a new class specification with a new salary range. Funding for the new position has been approved in the current FY 2001-02 budget. Since construction of the 789 seat theatre as part of the new performing arts and conference facility at Hutchins Street Square, there has been a need for a qualified and experienced stage technician. The addition of this position will expand the number of performances offered by the Community Center. A classification study, which has been conducted, reveals this position will be responsible for day-to-day operations of the Performing Arts Theatre, Thomas Theatre and related facilities. This position will also perform technical work that involves the installation, operation, maintenance, and repair of stage equipment for a variety of theatrical, stage events and conferences. If approved by City Council this classification will be placed in the Maintenance & Operators collective bargaining unit.

It is recommended that Council approve the class specification attached (Exhibit A) with the following salary range:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$2,909.59	\$ 3,055.07	\$ 3,207.83	\$ 3,368.22	\$ 3,536.63

FUNDING: Currently funded in FY 2001-2002 budget.

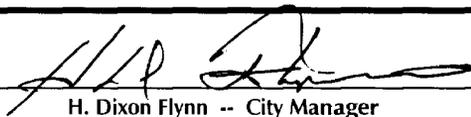
Respectfully submitted,



Joanne M. Narloch, Human Resources Director

cc: City Attorney
Charlene Lange, Community Center Director

Prepared by: Amy Flores, Management Analyst

APPROVED: 

H. Dixon Flynn -- City Manager

RESOLUTION NO. 2001-216

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE JOB SPECIFICATION AND SALARY
RANGE FOR THE POSITION OF STAGE TECHNICIAN

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job specification for the position of Stage Technician, as shown on Exhibit A attached; and

BE IT FURTHER RESOLVED, that the salary range for Stage Technician is hereby approved and shall be as follows:

Stage Technician				
Step A	Step B	Step C	Step D	Step E
\$2,909.59	\$3,055.07	\$3,207.83	\$3,368.22	\$3,536.63

Dated: September 5, 2001

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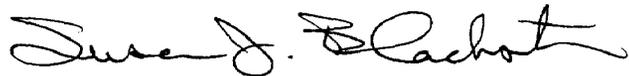
I hereby certify that Resolution No. 2001-216 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 5, 2001, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Pennino and Mayor Nakanishi

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

CITY OF LODI

“Date”

STAGE TECHNICIAN

DEFINITION:

Under direction of the Arts Coordinator, performs a variety of functions in the management and day-to-day operations of the Hutchins Street Square Performing Arts Theatre, Thomas Theatre and related facilities and provides technical support for productions and coordinate the set up of lighting and sound equipment and to operate the equipment during shows, productions, which includes providing maintenance and repairs. Under general direction, performs technical work that involves the installation, operation, maintenance, and repair of stage equipment for a variety of theatrical, stage events and conferences. Incumbent will prepare and set up the theater for a variety of productions, and operate stage equipment during performances and other conference related events.

SUPERVISION EXERCISED AND RECEIVED:

Receives general supervision and direction from the Arts Coordinator and Community Center Director. May supervise other staff as needed.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Prepares theater facilities and areas for use; keeps properties and facility clean and in order;
- Recruits, selects, trains and supervises part-time theater staff; oversees and schedules work of temporary staff and contract stage technicians; reviews time cards;
- Observes and enforces necessary precautions to insure the safety of all participants;
- Coordinates the use and facilitates scheduling of the theater by community performing groups;
- Assesses production requirements and coordinates rental of specialty equipment;
- Enforces stage requirements for all events held within the Hutchins Street Square theaters;
- Coordinates and facilitates the stage shop area during peak use, i.e. scenery construction, rehearsals, and theatrical performances;
- Assists and instructs individuals and groups in proper stagecraft and the safe and proper use of stage equipment, and construction of scenery;
- Act as property person; performs stage carpentry work; builds and dismantles stages, furniture and displays;
- Maintains an inventory of tools and materials and equipment, including sound cables and lights, needed for the operation of a theater stage and shop;
- Schedules and documents maintenance of theater equipment and materials;

EXAMPLES OF DUTIES (continued):

- Conducts on-site inspections at the end of each production for damage and cleanliness of premises and equipment; monitors damage deposits received and initiates appropriate refunds.
- Maintains statistics on productions; prepares and submits records and reports of facility operations;
- Maintains and operates motion picture equipment, lighting and sound consoles and related controls during performances according to an established plan, and certain other special electrical equipment related to projection booths and stages;
- Coordinates production schedule with building maintenance staff; performs simple maintenance and repairs; opens the theater during rehearsals and performances and secures theater afterwards;
- Renders routine first aid in case of minor injury;
- Adjusts stage scenery and curtains as necessary for various productions;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Safe work practices.
- Technical aspects of theater equipment including maintenance and repair.
- Stage equipment including lighting dimmers, computer lighting control board with dedicated memory and patch panel, flying system, intercom headset system, sound reinforcement systems, theatrical lighting design, theater lighting equipment, and stage lift mechanisms.

Ability to:

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special requests; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Oversee and train part-time staff and volunteers in the use of technical equipment.
- Promote and enforce safe practices when using the theater and conference rooms.
- Perform maintenance of theater lighting and sound equipment.
- Advise volunteers in construction, installation, and removal of stage settings.
- Provide technical assistance and review of production schemes.

Ability to (continued):

- Build and maintain positive working relationships with co-workers, other City employees, volunteers and the public, using principles of good customer service.
- Communicate clearly and concisely, both orally and in writing.
- Perform assigned duties independently with minimal supervision.
- On an intermittent basis, sit at a desk for long periods of time; stand, walk, and bend while performing theater duties; squat, climb, kneel and twist intermittently when setting up theater equipment; perform simple grasping and fine manipulation; may occasionally lift or carry weight of 75 pounds or less, work on catwalks and ladders.
- Work flexible hours including evenings and weekends.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

- Equivalent to a high school diploma supplemented by specialized courses in theater arts or a related field.

Experience:

- Three years of journey level experience in technical theater.

LICENSES AND CERTIFICATES:

- Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.