



SANTA MONICA COLLEGE
invites applications for the position of:
Lead Theater Technician

SALARY: \$32.76 - \$39.83 Hourly
\$5,679.00 - \$6,903.00 Monthly
\$68,148.00 - \$82,836.00 Annually

OPENING DATE: 02/24/22

CLOSING DATE: 03/17/22 11:59 PM

DESCRIPTION:

Merged Promotional & Open Competitive



WELCOME TO SANTA MONICA COLLEGE!

The Santa Monica Community College District invites applications for a permanent, full-time Lead Theater Technician working a variable* schedule, 40 hours per week, 12 months per year on the Santa Monica College campus. Positions in this classification coordinate the arrangements for the technical set-up and oversee the operation of sound, lighting, public address, and multimedia presentations for theatrical presentations, and special events such as large outdoor events, concerts, and performances.

*Assignments required to work a variable schedule receive a 5% pay differential in addition to the stated rate.

What You Will Bring to the College

The ideal candidate will possess experience leading a team of theater technicians, and planning and coordinating events with accuracy, maintaining a collaborative working environment with crew members and clients, resolving any production problems as they arise, and delegating and

accomplishing work through others. The candidates will be knowledgeable of, and possess a proven record of, adhering to safe work practices.

Why Work at SMC?

At SMC, you will work beside a diverse group of individuals who leverage their combined talents and passions to accomplish something great. No matter what department you are in, or what job you have, your contributions will be critical to helping our students fulfill their dreams - landing that new job, or breaking through the cycle of poverty.

Some details about us:

- We are currently the number one transfer college to UCLA, USC, the University of California system, and Loyola Marymount University
- We are committed to sustainable practices and are accessible via environmentally-friendly transportation options, including the Expo Line and Big Blue Bus.
- We are one of the select community colleges in California approved to award a Bachelor's degree. SMC currently awards a Bachelor's degree in Interaction Design.

Please visit www.smc.edu/aboutsmc to learn more about us and why we are **Proud to Be SMC!**

Benefits

We value our employees as individuals, and recognize the value of work-life balance, the health of you and your family, and professional development. We offer a variety of benefits and perks to support new members of our team, including:

- 18 paid holidays*
- 12 paid vacation days*
- 12 paid illness days*
- **Fully paid** medical, dental, and vision-care coverage (including eligible dependents)
- Free mental health support through the Employee Assistance Service for Education (EASE) program.
- Membership in the California Public Employee Retirement System (CALPERS)
- 5% increase in base pay for every 5 years worked with SMC, up to 35 years of service.
- Waived tuition fees for classes taken at Santa Monica College.
- Reimbursement for related classes, conferences or workshops to empower your professional development.
- Free Big Blue Bus access and monthly incentives for eligible employees through the [Sustainable Transportation Incentive Program](#)
- CSEA Chapter 36 Union Membership Option

***Benefits, holidays, vacation, and illness days listed above assume a 12-month, 40-hour per week schedule. Benefits, vacation and illness days are prorated for other work schedules.**

Salary Placement

New Employees: Generally, new employees start at the first step on the salary schedule. A new permanent classified employee may request a higher salary placement based on recruitment issues and/or additional training and experience which greatly exceeds the minimum requirements. Please note that salary placement above the third step requires additional approvals by Santa Monica College executive staff.

Current Employees: Upon promotion, the new salary for a current, permanent employee is based on Merit Rule 12.2.8. In accordance with this rule, employees are entitled to at least a one-step (5%) salary increase, and may be eligible for advanced step placement in accordance with established criteria.

About the Selection Process

The selection process tentatively consists of a Qualifications Appraisal Interview worth 100% of candidates' overall examination score. Candidates must be successful on all test parts to be placed on the eligibility list. *The eligibility list created from this recruitment will be used to fill any vacancies that occur during the one year life of the eligibility list, including permanent and temporary positions.*

Santa Monica College reserves the right to modify the stated test components and weights prior to the administration of any test.

Communication for this recruitment will be via e-mail. You must check your e-mail on a regular basis to be informed of your status for this recruitment.

Test Retake Policy

Based on the District's hiring needs, we may administer multiple recruitments for this job classification (or a related job classification that uses the same test(s)) within the next several months. **Candidates must wait a period of 90 calendar days between testing appointments before retesting.** Candidates who are ineligible to participate in an upcoming test or interview due to the provided retake period will be notified via email, and will have their highest valid score(s) on any non-weighted (pass/fail) test parts applied toward that recruitment.

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (Equal Employment Opportunity and Nondiscrimination in Employment) may be accessed at: <http://bit.ly/smc-hr-bp3120>.

Equity Statement

"Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity, and inclusion. Equity, diversity, and inclusion are built into the culture at SMC, and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment."

EXAMPLES OF DUTIES:

Organizes and coordinates the set-up, operation, and dismantling of sound, lighting, stage, scenery, and multimedia equipment at a variety of indoor and outdoor campus events, performances, and lectures.

Meets with facility users to determine selection of facilities, feasibility, and technical needs to ensure the smooth running of performances, live entertainment and special events. Conducts production meetings to discuss plans, scheduling and assignments with assigned event staff.

Communicates and coordinates environmental impact issues and safety policies including OSHA, Fire and County Health Department regulations.

Notifies campus police as necessary, as well as custodial and grounds service for external rental events and filming. Assists in coordinating zero-waste policies for campus events.

Processes equipment, supplies and services contracts for payment, and maintains records.

Uses web-based software for coordination of events.

Assigns technicians to troubleshoot equipment problems; coordinates training sessions with faculty and staff.

Provides information to the public regarding events, and outside rentals.

Coordinates "front-of-house" event requirements and oversees facility rentals for filming and special events. May function as the "House Manager" for filming and events when needed.

Assigns and oversees appropriate theater/event staff in "front-of-house" operations for theaters

and outdoor facilities including house managers, ushers, concessionaires, and ticket takers.

May occasionally design plans for sound, lighting, and scenery.

Performs other related duties as requested or assigned.

MINIMUM QUALIFICATIONS:

Education Requirement:

Associates degree in Theater Arts, Communications or a related field.

Experience Requirement:

Five (5) years experience in the set-up and operations of sound, lighting and audio-visual equipment, including a minimum of six months coordinating the work of others.

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

SUPPLEMENTAL INFORMATION:

For additional information about our employment process, please visit our [FAQ](#) page and click on "current employees" (for existing, permanent SMC employees) or "job applicants" (for external applicants).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.smc.edu/classifiedjobs>

Office Location - 2714 Pico Blvd., SM, CA 90405
Mailing Address - 1900 Pico Blvd.
Santa Monica, CA 90405
(310) 434-4410

personnel_commission@smc.edu

Position #LTT2022
LEAD THEATER TECHNICIAN
JB

Lead Theater Technician Supplemental Questionnaire

- * 1. **Mandatory Vaccination Program:** Santa Monica College has implemented a Mandatory Vaccination Program for all students and employees. For more information on the Mandatory Vaccination Program visit: <https://www.smc.edu/news/presidents-messages/2021-08-04-smc-board-unanimously-approves-mandatory-vaccination-program.php> Mandatory vaccination applies to **all** SMC employees who will be physically present and/or who will need to access college locations. All new employees must be fully-vaccinated by the first day of employment or have an exemption request approved by Santa Monica College. Note that exemptions and deferrals (i.e., due to medical reasons, disability, pregnancy, or sincerely held religious beliefs) must go through a review and approval process prior to acceptance. Unvaccinated employees with **approved** exemptions/deferrals and/or accommodations will be required to undergo COVID-19 testing at least once a week before they may access any Santa Monica College location. Do you acknowledge that you have read and understand the Santa Monica College Mandatory Vaccination Program statement?

Yes

- * 2. To participate in the selection process, all candidates must meet the minimum education and experience requirements for this job. The following supplemental questions will help us determine if you meet these requirements. In addition, this process is designed to further evaluate your qualifications beyond the minimum requirements as part of a Training & Experience Evaluation (T&EE). You are required to answer each of the questions truthfully and completely - **do not refer us to your resume**. Only the highest scoring candidates will move forward to the next step in the hiring process. Your answers **MUST** be supported by the information you have entered in your general application and are subject to verification; responses which cannot be supported by information contained in your application will be deemed invalid. Falsification, exaggeration, and misrepresentation will result in your disqualification. Do you agree to answer the following questions truthfully and completely AND understand that falsification or overstatement of your qualifications is grounds for disqualification of your application?

 Yes No

3. Please select the highest level of education you have completed:

High school diploma or equivalent
 Some college
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Other

4. What is the specialty/focus of the degree and/or certificate you selected in question #3?

5. Please discuss your experience personally performing the set-up and operation of sound, lighting and video equipment for stage productions and other live events, such as large outdoor events, concerts, performances, and presentations. a) Please list titles, employers and dates of employment b) Please list duties performed as it relates to audio, lighting and video.

6. Please discuss the experience you possess in planning and overseeing the set-up of lighting, sound and video equipment for stage productions and other live events, such as large outdoor events, concerts, performances, and presentations: a) Please list titles, employers and dates of employment b) Please list duties performed as it relates to planning and overseeing the set-up for lighting, sound and video equipment.

7. In the last 10 years, how many simultaneous stage productions and/or live events have you typically set-up and implemented lighting, sound and video equipment for on a monthly basis?

1 production/live event
 2 - 4 productions/live events
 5 or more productions/live events
 None

8. Please provide an example of your workload and schedule from the last 10 years that best demonstrates the level of responsibility and volume of active stage productions or live events that you have typically set-up or have helped to implement.

9. How many stage or production crew members have you normally lead in past productions?

- At least 1, but less than 5
- 5 or more, but less than 10
- 10 or more, but less than 15
- 15 or more
- None

10. Please provide a brief overview of the type of specialized personnel you have lead in question #9.

11. Please briefly describe your experience working in the set-up of Video Projection Equipment. Include an example of a complex project you completed that demonstrates your highest level of skill.

12. Please briefly describe your experience working with Sound Design. Include an example of a complex project you completed that demonstrates your highest level of skill.

13. Please briefly describe your experience working with Lighting. Include an example of a complex project you completed that demonstrates your highest level of skill.

* 14. For verification purposes, please attach a copy of your **official or unofficial educational transcripts** verifying all degrees/courses you have completed. I understand and agree to comply with these instructions.

- Yes No

* Required Question