SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Theatrical and Media Specialist

REPORTS TO: Assigned Supervisor

DEPARTMENT: Various School Sites

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 040

REVISED: November 26, 2002

BASIC FUNCTION:

Provide technical theater and media production services for pupils and staff in an assigned school.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

Operate, demonstrate, train, and direct paraeducator staff and individual pupils or groups of pupils in the use of equipment such as television cameras, monitors, microphones, audio and video tape recorders and players, tape duplicators, editing equipment, CD players, sound systems, light control boards, 35mm cameras, projectors, rigging, digital recording, digital video editing, and related equipment. E

Set up stage and studio lighting and sound systems for school activities and productions. E

Provide theater technical support and media production services for pupils and staff. E

Prepare master calendar of all school activities. E

Assist in preparing brochures, displays, and bulletin boards for the media center. E

May photograph and videotape school activities.

Determine need for and develop specifications for theater and media material and equipment. E

Conduct research to locate sources of lights, props or other equipment to fill temporary needs. E

Operate, troubleshoot and provide routine maintenance and minor repair to all audiovisual, media, theater equipment, and lighting and sound systems. E

Maintain inventory records for all school equipment. E

May assist pupils and staff with painting of sets.

Assist teachers in all aspects of total production related to sets, props, lighting, sound, and costumes. E

Direct a pupil production crew and provide technical support at dress rehearsals and at all performances. E

Duplicate audio and video material. E

May laminate posters and other materials used as instructional aids.

Maintain orderliness of theater/media production facilities. E
Direct the work of paraprofessional staff and crews of pupil assistants. 

Attend meetings and serve on committees. 

May direct the work of paraprofessional staff and pupil assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized two-year college with a major in instructional media technology, telecommunications, dramatic arts, or other related field, and two years of full-time equivalent, paid, directly related experience, including sets, lights, sound and/or costume design.

LICENSES AND OTHER REQUIREMENTS:
None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Theater production and in the design and operation of lighting and sound systems and the rigging of sets. Audiovisual, videotape, graphics and film production, and multimedia equipment used in the school. Technical aspects of field of specialty. Reading and writing English communication skills.

ABILITY TO:
Train and direct the work of paraeducator staff and pupils. Provide proper care and maintenance of theater and media center materials and equipment. Maintain effective working relationships with pupils and staff. Plan and organize work. Meet schedules and time lines. Maintain records. Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor setting

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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