

Job Class Profile: Theatre Assistant I

Pay Level: CG-18 **Point Band:** 278-291

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	2	4	3	1	1	2	1	5	
Points	47	33	25	14	30	22	41	21	54	287

JOB SUMMARY

The Theatre Assistant I performs standardized manual tasks in support of theatrical productions.

Key and Periodic Activities

- Performs general maintenance and cleaning of stage area and stage equipment.
- Unloads and loads stage equipment belonging to local and professional tour shows.
- Moves, sets-up, and positions props and scenery.
- Participates in building sets for live productions.
- May be required to set up and adjust stage lights and audio equipment and operate theatre scenery fly system and carbon arc light, under close supervision.

SKILL

Knowledge

General and Specific Knowledge:

- Safe Work Practice.

Formal Education and/or Certification(s):

- Minimum: High School Diploma.

Years of Experience:

- Minimum: Less than 1 year.

Competencies:

- Ability to follow basic instructions and work processes.

Interpersonal Skills

- Interpersonal/communication skills used include listening to information from supervisor and asking questions to get information to determine work requirements.
- The most significant contacts are with the supervisor for the assignment of daily activities, and coworkers in the performance of day-to-day work activities.

EFFORT

Physical Effort

- The demands of the job occasionally results in fatigue, requiring periods of rest.

- Lifting or moving objects between 25 and 50 lbs., is a regular requirement, with an occasional requirement to lift or move objects over 50 lbs.
- Majority of work is performed constantly standing and/or walking.

Concentration

- **Visual** concentration or alertness is constantly required to ensure the job site is clean and hazard free and when operating power tools and equipment.
- **Auditory** concentration is required to listen and interact with others.
- **Alertness and concentration** are required when performing **repetitive** tasks such as keeping job site clean, and when moving objects.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is required when working on or around scaffolding and setting up stage, lighting and audio equipment.
- **Time pressures, interruptions, deadlines and lack of control over work pace** are experienced on an occasional basis when preparing for live productions.

Complexity

- Work tasks and activities are similar/related in terms of the skills and knowledge used and often routine and repetitive.
- Work involves performing a variety of tasks that are well defined by the supervisor.
- Direction and support is available from supervisor(s) or technical theatre staff.

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed in a highly structured environment.
- Tasks are assigned by the supervisor in either verbal or written format. Decisions are made by immediate supervisor.

Impact

- Work has limited impact outside the immediate work area.
- Work is closely monitored and controlled through the structured nature of work and the supervision received.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides common advice/guidance to new staff if required.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear safety equipment such as hard hat, safety boots, glasses, gloves and vest. Fall arrest equipment is required when working on ladders or scaffolds.
- The likelihood of injury or illness resulting from hazards in the job is limited.
- Exposed to dirt, dust, heights and other environmental conditions on a regular basis.

