

Job Class Profile: Theatre Assistant III**Pay Level: CG-25 Point Band: 456-489**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	3	4	5	2	3	3	2	5	
Points	93	50	25	24	60	65	62	43	54	476

JOB SUMMARY

The Theatre Assistant III performs technical, semi-skilled manual work in support of theatrical productions.

Key and Periodic Activities

- Assists the technical production staff in staging theatrical performances.
- Participates in, and directs lower level Theatre Assistants in the performance of general maintenance and backstage work, and performs technical tasks in the operation of the theatre's lighting, sound and scenery fly systems.
- Assists in building complicated stage sets for major productions, and functions as stage manager for a majority of the productions staged at the theatre.
- Loads and unloads stage equipment, positions props, etc.
- Operates carbon arc spot lights.
- Maintains and performs routine repairs to the theatre's intercom system.
- Assists with the operation of the sound and computerized lighting consoles.

SKILL**Knowledge****General and Specific Knowledge:**

- Safe Work Practices.
- Operation and maintenance of a variety of theatre equipment and tools.

Formal Education and/or Certification(s):

- Minimum: High School Diploma.

Years of Experience:

- Minimum: 1-2 years of backstage and general theatre work.

Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information from supervisors, directors and producers and asking questions to gain further information regarding technical requirements for theatrical productions; providing routine information and direction to others involved in pre-production work and gaining the co-operation of others to fulfill the technical requirements for various productions.

- Most significant contacts are supervisor, other theatre assistants and co-workers.

EFFORT

Physical Effort

- Work demands regularly result in fatigue, requiring periods of rest.
- Lifting and moving stage equipment of varying weights including props, sets, heavy speakers, risers, counter-weighted stage scenery and lighting banks is required. Lifting and moving of equipment weighing up to 25 lbs., occurs on a regular basis with an occasional requirement to lift or move equipment weighing between 25 – 50 lbs., and greater than 50 lbs.
- Sitting, standing, walking and climbing are regular aspects of technical theatre work while working in awkward or cramped spaces is constant.
- Hand tools are used in set construction; gross motor skills to move a variety of equipment, props and sets; and a requirement to use machinery requiring controlled movement.
- On a regular basis, fine finger or precision work is required to program lighting and sound boards.

Concentration

- **Visual** concentration is required to place lighting, sound and stage equipment in the appropriate place; to execute visual cueing during productions; while working under intense stage lighting for extended periods of time and for operating various tools and equipment.
- **Auditory** concentration is required to work with audio equipment used during sound checks, rehearsals and live productions; to mix sound for live music; to produce sound effects and listening for verbal cues from stage managers and performers.
- **Time pressures and deadlines** occur on a regular basis as all technical work required for a particular performance must be completed by opening night.
- **Exact results and precision** work are required to input precise data into a variety of audio and lighting control systems and when executing stage, audio and lighting cues; constructing and assembling staging materials according to exact dimensions and the repair of theatrical equipment and tools.

Complexity

- Tasks and activities are different, but related, requiring the use of similar skills and knowledge.
- Work involves assisting the technical production staff in preparing for productions.
- Technical problems/challenges are referred to the technical production staff for resolution.
- Work includes the performance of a combination of semi-skilled manual work and technical production work at the lower level.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled.
- A considerable degree of independent judgement and initiative is expected to be exercised in carrying out work assignments, however, technical supervision and/or direction is constantly available in difficult or technical work assignments.

Impact

- All production elements must be in place by show time. Sound, lighting and stage requirements are received from a stage or production manager either verbally or in the form of diagrams and lay-outs.
- Results of work tasks and activities are felt within the immediate work area, department and organization as well as outside the organization and the general public who attend theatre productions.
- Resources impacted include equipment and machinery used in lighting, sound and stage work; material resources by recommending new equipment; the health and safety of others; facilities (i.e. stage work for performances) and corporate image.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- May participate in providing on-the-job training and guidance/or advice to staff while performing general maintenance and backstage work, and for performing technical tasks in the operation of the theatre's lighting, sound and scenery fly systems.

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.