Auburn University Job Description

Job Title: Technical Asst Dir, Theatre
Job Code: EA75
FLSA status: Non-exempt

Job Summary
Assists in the direction and oversight of the Auburn University Theatre productions including scenery, properties and lighting production.

Essential Functions
1. Assists in training students in the proper use of tools and equipment, construction techniques, and specialized theatre techniques.
2. Ensures that student workers engage in safe working practices with tools, supplies, and equipment and promotes safety through example.
3. Plays a key role in the construction and completion of all non-costume design elements for all productions.
4. Ensures quality control by checking work against specifications in working drawings and construction plans.
5. Informs proper staff members of tool, supply, and material needs and monitors the condition of all tools and supplies to ensure safe operation.
6. Assists in keeping the studio organized, clean, and in the upkeep of maintenance.
7. Assists in overseeing student crews during performances and participates in staffing and running technical aspects of performances by outside groups.
8. Plays a key role in meeting technical demands of non AU Theatre performance groups using the facility.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
### Auburn University Job Description

**Job Family Levels**

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under limited supervision, performs a variety of related and recurring assignments.</td>
<td>Knowledge of processes, methods and procedures at advanced journey level.</td>
<td>High school diploma or equivalent plus 3 years of experience.</td>
</tr>
<tr>
<td>II</td>
<td>Under limited supervision, performs complex steps of an operation or project or completes important stages of a project.</td>
<td>Detailed knowledge of established processes, methods and techniques at advanced journey level.</td>
<td>High school diploma or equivalent plus 5 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
</tr>
<tr>
<td>III</td>
<td>Under limited supervision, performs highly complex and specialized support tasks and/or plans and coordinates operations of a project.</td>
<td>Advanced journey level knowledge of several specific principles and skills in using complex techniques and equipment.</td>
<td>High school diploma or equivalent plus 7 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
</tr>
</tbody>
</table>

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
### Auburn University Job Description

#### Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Level</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>High school diploma or equivalent plus 3 years of experience.</td>
</tr>
<tr>
<td>Level II</td>
<td>High school diploma or equivalent plus 5 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
</tr>
<tr>
<td>Level III</td>
<td>High school diploma or equivalent plus 7 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
</tr>
</tbody>
</table>

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<th>Focus of Education</th>
<th>Focus of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or equivalent</td>
<td>Experience in technical support and/or scene construction for a theatrical production</td>
</tr>
</tbody>
</table>

#### Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

#### Certification or Licensure Requirements:
None Required.

#### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/16/2011