

MONTEREY PENINSULA COLLEGE

INSTRUCTIONAL SPECIALIST-THEATRE MASTER CARPENTER

JOB SUMMARY

Under general direction of the Theater Technical Director, assist students in the acquisition and reinforcement of specific skills in the area of theater scenery. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied instructional support services in a Theatre environment to meet the needs of small groups or individual students.

EXAMPLES OF FUNCTIONS

Essential Functions

Build and maintain sets for theater productions as assigned.

Plan, organize, and assume responsibility for small groups of students on specific technical theater subjects, in cooperation with and by assignment from the Theater Technical Director.

Assist Theater Technical Director in executing plans for sets for productions as assigned.

Provide supplemental instructional support to students in the area of theater scenery.

Maintain required records of student progress in technical theater classes, and review with instructors as needed.

Provide and maintain safe working conditions for students, staff and others. In cooperation with faculty, promote safe theater conditions and practices. Follow all standard safety procedures during work. Recognize, report, and resolve potential safety problems as appropriate.

Confer, as needed, with Theater Technical Director and Drama Department personnel concerning technical programs and materials to meet student needs.

Participate in meetings related to the needs of students in the technical aspects of the Drama programs.

Collect evaluative and observational data regarding technical students' progress; provide feedback to Theater Technical Director or instructors.

Assist in performing clerical tasks relating to the technical theater aspects of the Drama program, such as writing letters, taking attendance, and correct and grade tests.

Serve as a resource person to faculty and staff; recommend appropriate materials for subject area; share knowledge particular to technical theater.

Select, requisition and maintain an inventory of instructional and theatrical supplies and materials and arrange for and operate special theatrical equipment as needed; set up work areas and prepare and maintain materials.

Assist technical theater faculty in the administration of tests; confer with faculty and Theater Technical Director as requested.

Develop creative methods and techniques in support of instruction within the guidelines of the program and direction of the Theater Technical Director.

Assist with maintenance of specialized skill center operations, tasks and activities.

Track specific budgets; maintain routine records of the business of the program.

Other Duties

Serve on college committees as required.

Perform other related duties as assigned.

Attend staff development and in-service training programs as appropriate.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, an A.A. in the Creative Arts, Theater, or related area, and one year of recent experience-including theater set construction techniques which provide knowledge and skills in the area of technical theater.

Knowledge

Knowledge of: Creative Arts and Theater skills to be reinforced in the area of technical theater; current theater scenery techniques; basic functions and procedures associated with an educational theater environment including learning, motivation and perceptions; theatrical materials and objectives used at specific levels; application of curriculum as it applies to individual differences; basic needs and requirements of students in the area of technical theater; methodology for individualized instruction; basic clerical skills; word processing, spreadsheet programs, web based learning programs and internet search skills as needed to fulfill requirements of the job.

Knowledge of: shop practices; standard safety procedures during work; fabrication; construction; power and hand tools; computer aided drafting software tools; theatrical equipment repair; shop maintenance and organization; safety and clean up practices and procedures; various theatrical supplies and materials including proper methods and practices of handling. Some knowledge and experience in welding including Oxy/Acetylene welding; MIG welding (metal inert gas), TIG welding (tungsten inert gas) and plasma cutting; proper theater and shop safety precautions including: appropriate fall protection, respiratory protection, eye protection, auditory protection, and proper electrical grounding precautions.

Abilities

Ability to: work under general direction with limited supervision; quickly learn and efficiently use new theater scenery techniques; provide safe working conditions for students, staff and others, and, in cooperation with faculty, promote safe theater conditions and practices; follow all standard safety procedures during work; recognize and help, resolve any potential safety problems; effectively interact with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness; demonstrate an understanding, patient and receptive attitude toward student learning; demonstrate required skills in theater set construction techniques; perform simple clerical tasks; efficiently use various types of theater and classroom equipment; use web-based learning programs and internet skills as needed; use appropriate and correct English spelling, grammar and punctuation; communicate satisfactorily in both oral and written form; perform arithmetical calculations with speed and accuracy; accurately and efficiently use word processing and spreadsheet programs to fulfill the requirements of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Heavy physical effort; prolonged standing or walking; periodic handling of heavy objects up to 100 pounds. Indoor and occasional outdoor work environment.

Licenses and Certificates

A valid Class C California driver's license and evidence of appropriate automobile insurance based on DMV regulations; Must be insurable by the college's insurance carrier while employed in this classification. Possess or obtain within the first three months of employment a valid First Aid and Forklift certification.

Job Description/Title: Instructional Specialist Theatre Master Carpenter

Board Approved: October 25, 2017

SALARY SCHEDULE:

Classified, Range 20