CLASS SPECIFICATION
Prop Technician

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs skilled carpentry work in the design and construction of furniture and props for performing arts productions; works with students to design, construct and maintain props and furniture; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Prop Technician is responsible for purchasing and constructing furniture and props for District performing arts productions. An incumbent is also responsible for supervising and assisting students engaged in building and repairing props and furniture.

Prop Technician is distinguished from Performing Arts Production Technician in that incumbents in the latter class are responsible for performing a wide variety of theater production, design and construction duties involving stage and set design and construction, sound and lighting.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Attends production meetings and key rehearsals with set designers and performing arts production directors to gather information on production prop and furniture needs.

2. Designs, constructs and repairs props and furniture; shops for and purchases props and furniture from local stores; supervises students engaged in building and repairing props and furniture; operates a variety of carpentry tools and equipment to construct props and furniture according to design plans.

3. Cleans, organizes and maintains the theater’s prop and furniture storage area; maintains an inventory of theater prop and furniture.

4. Participates in the set-up and breakdown of sets and lighting and sound equipment; assists other performing arts production staff as needed.

5. Assists in maintaining the auditorium and theater facilities in a clean, safe and orderly working condition; reports needed repairs and unsafe and hazardous conditions to appropriate personnel.
QUALIFICATIONS

Knowledge of:
1. Journey-level knowledge of the practices, methods, techniques, tools and material used in the carpentry trade.
2. Working knowledge of the practices, methods, techniques, tools and material used in the construction, alteration, maintenance and repair of props and furniture.
3. Methods of preparing a variety of surfaces for repainting, painting and finish work.
4. Styles, colors and designs relevant to different historical periods.
5. Principles and practices of drafting.
6. Safe shop work practices and safety precautions.
7. Proper methods of storing equipment, materials and supplies.
8. Safe work methods and safety regulations pertaining to the work.

Ability to:
1. Perform skilled carpentry work in the alteration, repair and construction of props and furniture.
2. Utilize carpentry tools and machines.
3. Prepare a variety of surfaces for painting or other surface coverings.
4. Understand, interpret, apply and explain technical requirements and applicable safety regulations.
5. Work from blueprints, rough drawings and sketches.
6. Maintain theater areas in a safe, clear and orderly condition.
7. Work independently with little direction.
8. Maintain routine records.
9. Make arithmetic calculations quickly and accurately.
10. Communicate clearly and effectively, both orally and in writing.
11. Exercise sound, independent judgment within established guidelines.
12. Understand and follow oral and written directions.
13. Establish and maintain effective working relationships with District management, staff, students and others encountered in the course of work.
Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of progressively responsible experience building and maintaining theater production props; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and work up to heights of 100 feet; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management, staff, students and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in a community college theatre, and the noise level is frequently loud. Employees are frequently exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.