

The University of Akron
Classification Specification

Job Title: Production Assistant-Technical
Job Function: Staff
Job Family: Bargaining Unit
SOC Description: 7000 Student Services Division

Job Code: 97002
Grade: 02
FLSA: Non-Exempt
Date: 2/14;7/12;6/05;7/99

Job Summary:

Provide assistance to the Department of Dance, Theatre and Arts Administration in the production of main stage dance performances.

Essential Functions:

40% Oversee technical aspects of theatre and dance productions while training student assistants in the proper production procedures.

30% Attend technical rehearsals and performances to assist in the process of setting up the stage, equipment and accessories for the show. Arrange and organize the stage and production equipment at the end of the show.

20% Provide technical assistance to performers, choreographers and designers for the purpose of enabling them to perform successfully and meet department standards.

5% Perform various duties to maintain and operate the dance floors including taping, spiking and sweeping the floors.

5% Maintain production equipment and perform troubleshooting duties or repair procedures when necessary.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Must be able to work flexible hours, including nights and weekends.

Experience:

Requires a minimum of 6 months experience in technical theatre. Strong communication skills as well as technical theater skills including lighting and production capabilities required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Considerable physical exertion required involving bending, stooping, crawling, climbing, lifting or carrying heavy items (over 50 lbs. -- 75 lbs.) and periodically (up to 1/3 of time) working in difficult or awkward positions.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor hearing/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.