

**CITY OF VISTA  
PARKS AND COMMUNITY SERVICES DEPARTMENT**

**JOB DESCRIPTION**

**COMMUNITY SERVICES SPECIALIST III – ASSOCIATE TECHNICAL SUPERVISOR**

Under the supervision of the Technical Director and either Audio Engineer, Master Electrician, or Master Carpenter, assist with supervision of crew, assist in the installation of productions into the Moonlight during the summer season. Including, but not limited to: scenic, lighting, audio, electrical, plant maintenance, organizational and physical improvements as needed for Moonlight and outside events.

**Examples of Duties:**

Assists Technical Director with all scheduling of load ins, technical rehearsals, and strikes.

Assists with planning and preparation of rigging needs at both Moonlight Amphitheatre and Avo Playhouse.

Assemble and construct existing scenic elements, as well as, supervise the construction of new pieces, as required.

Assists incoming user groups with all theatrical amplification and sound effects. Able to fabricate simple audio design for users having no audio designer.

Assists incoming groups with the execution of theatrical lighting, including hanging, plugging and focusing of lighting instruments. Able to fabricate simple lighting design for users having no lighting designer.

Per Technical Directors instructions, develop a program of ongoing theatre maintenance for non-production weeks.

Other tasks as assigned by Moonlight staff pursuant to production or City requirements, which may include serving as staff person for outside events in the amphitheatre or other City functions as assigned.

Assists with the repair and maintenance of rented equipment during the summer and winter season.

Maintains equipment owned by the City, including lighting, audio, and video equipment.

Supervises the facility during rentals.

**Qualifications:**

Education – Must be working toward or have obtained a Bachelor’s degree in theatrical production, or have equivalent professional experience.

Experience – Two years of applicable theatrical management and/or technical experience. Supervisory experience in a theatre production environment.

Valid Current Driver’s License.

**Experience:**

Must have knowledge of stage lighting and audio techniques and equipment, and skill in their use.

Must have knowledge of stage rigging and scenic construction techniques and hardware.

Commensurate with supervisory experience; some demonstrated ability to motivate groups in complex tasks.

Ability to work in potentially adverse conditions which may include heights, loud noise, large crowds, darkness, and confined spaces.

**Special Conditions:**

Must be able to lift, push, pull and/or carry objects that may approximate 60 lbs. or more.

Must be able to do work requiring strength, dexterity, and endurance.

Must be able to work safely and comfortably at heights at 25’--0” or more.

Can work a flexible schedule including weekends, holidays, and evenings.

**Required Apparel:**

Neat dress and work appropriate shoes are required during events and performances. All technical staff must wear all black attire during all live performances.

**Salary Scale:**

**Step 1:** \$15.50

**Step 2:** \$16.53

**Step 3:** \$17.87

**Step 4:** \$20.78

**Step 5: \$24.40**

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