



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

N/A

BARGAINING UNIT:

ACE

Theatre Production Assistant

SERIES PURPOSE: The purpose of the Theatre Production Assistant occupation is to provide support and assistance to the theatre program.

CLASS CONCEPT: The class works under supervision and requires knowledge of basic scenic carpentry, painting, and crafting skills as well as knowledge of basic lighting and sound technologies in order to assist with theatre production requirements.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Provides support and assistance for the theatre program.

Assists in the construction and execution of scenery, properties, lighting, and sound requirements for productions.

Provides technical support to other projects.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: applicable safety practices and procedures.

Skill in: basic scenic carpentry, painting, and crafting; basic lighting and sound technologies and techniques; communication.

Ability to: work in a fast-paced, creative, and productive environment; follow instructions; work with various construction and/or craft materials.

(*) Developed after employment.

Effective 11/05/2024

MINIMUM QUALIFICATIONS: High School diploma or GED; experience in basic scenic carpentry, painting, and crafting skills; experience with sound and lighting boards.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform heavy work.

HEAVY: work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects.

UNUSUAL WORKING CONDITIONS: Climbs ladders and spiral staircases; works in high spaces. Works a flexible schedule during periods of peak demand determined by the department's production schedule. Some evening and weekend hours are required.