



West Valley - Mission

Community College District

Class Specification

Instructional Technician – Performing Arts

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

Definition

To operate an instructional theatre arts costume shop/laboratory and maintain relevant equipment, tools, materials, and supplies; to maintain the music library; to facilitate student learning by providing technical assistance to faculty and students; and to train and provide oversight for student assistants in the lab.

Distinguishing Characteristics

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

Supervision Received and Exercised

Receives general supervision from an assigned manager.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Maintain theatre arts costume shop, wardrobe, equipment, and supplies.
- Set up, operate, and demonstrate the use of specialized equipment, machines, and devices in a community college costume shop.
- Maintain a clean, neat, and safe lab environment.
- Communicate with directors and designers regarding costume design requirements.
- Order, receive, store, and inventory equipment, supplies, and materials used in performing arts center; prepare purchase requests for new equipment and supplies; track and monitor costume rentals and loans; arrange for cleaning and repairing of costumes and instruments.
- Maintain student portfolios including but not limited to jury forms, repertoire forms, landmark papers, audio/video samples of student work.
- Manage sheet music archive and library and check out as needed to students and faculty.
- Prepare and maintain a variety of records, logs, and files related to musical equipment and costume inventory and the music library, including materials loaned to students.
- Recruit, train, and direct production students and hourly assistants; schedule, assign, and review student assistant work; prepare and maintain a variety of records and files related to student assistant schedules and timesheets.

- May set up classrooms or meeting rooms and prepare various materials to be used by presenters.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of costuming for college theater productions, including costume design, sewing, and cleaning processes.
- Clothing alteration and repair.
- Health and safety precautions used in a theatre arts costume shop.
- Methods and techniques of recordkeeping and inventory control.
- Techniques of pattern drafting and cutting.
- Methods and techniques of hair and wig styling; theatrical makeup; and millinery.
- Practices and techniques of costume crafts, fabric dyeing and painting.
- Methods and techniques of music cataloging and maintenance of a music library for instructional purposes.
- Modern office procedures, systems, and equipment.

Ability to

- Construct and maintain a variety of theatrical costumes and accessories.
- Collaborate with directors, technical staff, and students to create and meet a production framework and schedule.
- Coordinate a costume budget for a community college theatre arts program.
- Train and direct the work of student assistants.
- Operate and maintain a theatrical costume laboratory at a community college.
- On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and supplies; interpret schedules and lab descriptions; remember equipment location; and explain jobs to others.
- On an intermittent basis, sit or stand for long periods of time; walk, bend, squat, kneel and twist while assembling supplies and equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Operate sewing machines and other equipment related to theatrical costuming.
- Provide technical support for instructors and students in a theatre arts costume shop.
- Maintain a clean and safe lab environment.
- Catalog and file materials for all classes in a community college music program.
- Maintain records and prepare reports.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible experience in a design shop, or in a role involving standard clothing construction skills and experience supporting an archive, lab, or library.

Education

Equivalent to an Associate's degree from an accredited college with major coursework in theatre arts costuming or a related field.

EEO Category: Technical/Paraprofessional

Approved Date: June 30, 2025