



Scene Shop Technician (Pool)

First Review: Monday, April 29, 2019

(Job #19-30) Instructional Support Assistant I, Scene Shop Technician (Pool), \$15.00-24.99/hour. Appointments are typically made at the beginning of the salary range. This is an intermittent hourly, non-benefited, non-exempt, temporary position in the Department of Theatre, Film and Dance. The intent is to renew this position each year based on performance, departmental need, and available funding.

Position Summary: Under lead direction of the Technical Director, incumbents will assist the day-to-day operation of the Theatre Film and Dance Scene Shop and provide instructional support assistance to the Department's design faculty.

Duties: The incumbents will assist the Technical Director with maintaining a safe, respectful, and high-production value Scene Shop environment; will train and help students apply classroom training in the properties shops; assist students working on scene run crews for credit hours; train and assist undergraduate students employed by the scene shop; train and assist student production scene designers as needed; organize, plan, maintain, and facilitate the day-to-day activities of the properties shop, including managing scene check-outs for departmental and outside productions; design and manage scenes for departmental productions as needed; perform timely scene materials acquisition and construction duties for departmental productions, including the fabrication and painting of stage scenes, furniture, and set dressings; oversee the scenic aspects of technical rehearsals. As needed, attend production meetings and collaborate with production directors and scenic designers to determine scenic needs, techniques and schedules; perform or oversee other duties for the benefit of the program as assigned by the Technical Director. When needed, support the master electrician and/or the Technical Director.

Minimum Qualifications: Equivalent to two years of college with 16 semester units in courses involving extensive use of materials, supplies, or equipment – OR – Equivalent to one year of experience in scene design.

Required Knowledge, Skills, and Abilities:

- Comprehensive knowledge of stage carpentry
- Thorough knowledge of the scenic craft and journey-level rigging
- Ability to read and interpret ground plans and technical drawings
- Thorough understanding of theatre safety practices
- Ability to safely use power tools and metal-working tools for fabrication
- Familiarity with plastics fabrication and operation of stage equipment and rigging
- Good communication skills
- Ability to establish and maintain effective working relationships with students, staff, and faculty from diverse backgrounds

Preferred Qualification: Bachelor's degree from an accredited university.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/62364>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The first review of applications will take place on Monday, April 29, 2019.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1577

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: April 15, 2019

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.