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COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, February 07, 2020 4:37:43 PM
Last Modified: Friday, February 07, 2020 5:24:28 PM
Time Spent: 00:46:45
IP Address: 160.227.129.161

Page 1: Classified Position Request Form

Q1 Please enter the following:

Department	Instructional Media Services / Theatre
Position Title	Specialty Lab Technician III – Theatre Production
Salary Range	\$44,772 - \$55,992
Annual Salary at Step B*	\$47,340
Hours/week and # of months	40 hours, 12-months

Q2 Provide the following information for the new position or the increase in FTE for an existing position that is being requested, or the request to fill a vacant, frozen or defunded position:

Position classification and number	CL-32
Proposed FTE	1.0

Q3 Contract type **12-month****Q4** What type of position is being requested? **New general fund position****Q5** Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).**Specialty Lab Technician III - Fine Arts.doc (95.5KB)****Q6** What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

Coordinate the set-up, operation and maintenance of the Performing Arts Theatre and Digital Theatre and support all events and classes in these areas. This includes operating a variety of equipment including lighting and sound systems and technical theatre computer applications, providing information and recommendations concerning theatre facility operation and upkeep; working with vendors regarding equipment, working and internal/external clients on event set-up and operations. In addition, this person would support campus-wide instructional media / AV when they are not busy in the Theatre. This involves providing support for AV in classrooms, conference rooms and the Student Center.

Q7 Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

We have one Specialty Lab Technician III - Theatre Production who supports all events in the Theatre and Digital Theatre. We have also trained one of the Instructional Media Services Technician, Senior to assist with the sound system and basic lighting in the Theatre as a back-up for small events. In addition, we have hired a Professional Expert to assist with larger, paying events. In terms of impact, there are health and safety concerns. Industry standards require a minimum of two people for maintaining a safe working environment for a theatre, such as when using the lift or ladders for maintenance and productions. There are often times when the IMS staff are not available to assist the Theatre as they are busy supporting classroom calls or events in the Student Center. In addition, almost all of the events require more than one person for both set-up and operation, one for sound and one for lighting. Even small events require a minimum of two staff members. Not having two people puts our one staff member at risk.

Q8 How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.** (200 words or less) (Rubric Criterion 2)

The number of theater events has increased in recent years with approximately 150 events supported in the theatres which resulted in 1500 hours of direct support of events, not including set-up and tear down or time for maintenance or committee work. This could easily increase if we were to accept all requests for use of the theatres.

Q9 How would this position's main duties specifically support the institution's strategic priorities? Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less) (Rubric Criterion 3)

This area falls mainly within the organizational health priority, but it could also link to Guided Pathways and Student Validation and Engagement. Having an appropriate level of staffing in the Theatre for safety reasons is critical to operations. In addition, the theatres are not only used for events but also as instructional space. Ensuring these areas are operating well directly affects instruction and the student experience.

Q10 How will the position impact the ability of the program or service area to innovate and meet changing needs? (150 words or less) (Rubric Criterion 3)

Adding this position will allow us to better respond to internal and external event needs as well as innovative instructional needs. For instance, in the Theatre industry, you often find personnel who have expertise in either sound or lighting, but it is often difficult to find someone with both. Our current staff have more expertise in sound and if we were able to add another position, we would look for someone with a expertise in lighting. In the meantime, we are looking at training opportunities for current staff in lighting. In addition, as mentioned previously, adding another position would ensure safety concerns in terms of ladder usage and set-up/tear-down of events.

Q11 Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Division Dean