



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Visual & Performing Arts Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Office of Visual and Performing Arts	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5007 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 45

BASIC FUNCTION:

Under the supervision of the Visual and Performing Arts (VAPA) Program Supervisor, order, maintain and distribute a variety of musical instruments, accessories, and other music supplies to District music programs as necessary; enroll elementary students in music classes; research and order instruments, sheet music and supplies from vendors as necessary; perform maintenance and repairs on District instruments as necessary.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Order, maintain and distribute a variety of musical instruments, strings, mutes, reeds and other instrument accessories, music books, scores, sheet music, and other music supplies to District music programs as necessary; assist in the implementation of the VAPA Program's standards based music education program; maintain records regarding the distribution and allocation of District instruments and supplies to teachers and students.
- Enroll elementary students in music classes; analyze student data; provide students with necessary materials to participate in program assignments.
- Maintain a variety of records pertaining to the maintenance and inventory of musical instruments, accessories, and supplies; process new and donated instruments, sheet music and supplies.
- Research and order instruments, sheet music and supplies from vendors as necessary; maintain records of expenditures and budget limitations to assure financial solvency.
- Perform maintenance and repairs on District instruments as necessary; assess the level of damage and identify the correct course of action; determine the viability of an in-house repair as opposed to a vendor or contractor repair; transport instruments to qualified vendors and contractors for repair as necessary.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Musical instruments, accessories, and supplies
Maintenance and repair of musical instruments
Appropriate music curriculum, terminology and learning materials
Modern office practices, procedures and equipment
Telephone techniques and etiquette
Basic record-keeping and filing techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Operation of a computer and assigned software
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Order, maintain and distribute a variety of musical instruments, accessories, and other music supplies to District music programs as necessary
Enroll elementary students in music classes
Research and order instruments, sheet music and supplies from vendors
Perform maintenance and repairs on District instruments as necessary
Learn department or program objectives, policies, procedures and goals
Operate a variety of office equipment including a computer and assigned software
Understand and follow oral and written directions
Establish and maintain cooperative working relationships with others
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level coursework in the arts and three years experience in the support of a performing arts program or similar experience including some experience with the maintenance and repair of musical instruments

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person and on the telephone

Sitting or standing for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling to file materials

Lifting, carrying, pushing or pulling objects typically weighing 50 pounds, and occasionally and with assistance up to 75 pounds