

Instructional Technician-Performing Arts  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=260341>

Downloaded On: Jul. 29, 2025 5:46am

Posted Jul. 28, 2025, set to expire Aug. 14, 2025

<b>Job Title</b>	Instructional Technician-Performing Arts
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jul. 28, 2025
<b>Application Deadline</b>	08/14/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6413763">https://apptrkr.com/6413763</a>
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<b>Job Description</b>	

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**Instructional Technician-Performing Arts**

**Closing Date: 08/14/2025**

**Definition:**

The Department of Performing Arts is seeking a talented individual to fill the position of **Instructional Lab Technician**.

West Valley College, though just minutes from the heart of the Silicon Valley, is in a beautiful park-like setting on 143 wooded acres. Our staff and faculty are among the most qualified in the state and our

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students appreciate the college for its friendly staff and supportive atmosphere.

Under the direction of the Dean of Art & Design, the Instructional Lab Technician will operate an instructional theatre arts costume shop/laboratory and maintain relevant equipment, tools, materials, and supplies; facilitate student learning by providing technical assistance to faculty and students; and train and provide oversight for student assistants in the lab. The Instructional Lab Technician will also maintain the music library; and facilitate student learning by providing technical assistance to faculty and students.

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

### **Assignment:**

100% of full time, 37.5 hours per week, 11 months per year, with anticipated start date of October 2025. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

### **Salary and Benefits:**

Anticipated Hiring Range:

- \$6,591.08-\$7,171.67 monthly (WVMCEA Salary Schedule, Range 56, Steps A-C)..

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents (prorated for employees working less than 100% of full-time).
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.

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- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually. (prorated for employees working less than 100%).
- 12 days sick leave accrued annually (prorated for employees working less than 100%).
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

**Minimum Qualifications:**

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:

1. 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.
2. Education: Equivalent to an Associates degree from an accredited college with major coursework in theatre arts costuming or a related field.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

**Desired Qualification:**

**Knowledge and Abilities:**

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.

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- 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.

### Examples of Duties and Responsibilities:

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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.

**Working Conditions:**

**Other Duties:**

**Application Information:**

**Physical Demands:**

**Applicant Information:**

**APPLICATION INFORMATION:**

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- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

### ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

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For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: [Careers@wvm.edu](mailto:Careers@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The district may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The district reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The district does not provide visa sponsorship.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or

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veteran status, and medical condition consistent with applicable federal and state laws.

**Special Instructions to the Applicant:**

**Posting Number:** FY22/23-287FT

**Open Date:** 07/24/2025

**Close Date:** 08/14/2025

**Open Until Filled:** No

**For more information on this position and to apply, please visit our website at the following link:**

[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

West Valley-Mission Community College District

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