



PALATINE PARK DISTRICT Job Announcement

Technical Theatre Supervisor Cutting Hall Performing Arts Center Part-Time Position

JOB SUMMARY

The Technical Theatre Supervisor (TTS) is a part-time, year-round position under the supervision and direction of the Theatre Coordinator. Time is split between TTS duties, which will average 10 hours per week, and additional Tech II duties, which will average 9 hours per week. Due to the nature of the performing arts, hours may vary widely. Over the course of a calendar year, the TTS will be limited to under 1,000 total hours, which is an average of under a combined Twenty (20) hours per week, Monday through Sunday.

QUALIFICATIONS

Equivalent to the completion of an Associate Degree in Theatre, Audio Engineering and/or Lighting Design or related field supplemented by coursework or training in theatre operations, performing arts, or a related field is required. A Bachelor's Degree in Theatre, Audio Engineering and/or Lighting Design, or related field is preferred. At least two years of experience in a position leading with other technicians in performing technical theatre operations in a performing arts facility is preferred.

RESPONSIBILITIES

The Technical Theatre Supervisor is the supervisory-level class within the Theater Technician series and will be jointly responsible for all technical theatre aspects of the performing related venues and activities, supervise, train, and schedule the Theatre Technicians (Tech I and Tech II), be required to display a flexible attitude to the work and will be required to undertake varying roles, as dictated by venue activity and technical theatre requirements. The TTS will complete their assigned duties and responsibilities in an exemplary manner; provide technical support and operation, and other related technical needs at various venues as may be used by staff. The TTS will serve as the technical representative to groups using the facilities; coordinate with production companies and other organizations using the facility to assess and plan for the technical needs for events and activities, and schedule the proper Theatre Technicians on staff to work the necessary shifts. The TTS will assess theatre technical equipment needs for repair, maintenance, and/or new purchases. The TTS will research and recommend to the Theatre Coordinator needed course of action, specific equipment to be repaired or purchased, and obtain required quotes.

Apply online at palatineparks.org under the Jobs tab, Part-time.

Closing Date: Open Until Filled

Compensation: \$15.00 per hour

The Palatine Park District is an Equal Opportunity and Reasonable Accommodation Employer