Cutting Hall Performing Arts Center-Theatre Technician Job Description

SUMMARY DESCRIPTION

Under the direction of the Theater Coordinator, the Theater Technician plans, organizes, and performs technical and clerical support activities for Cutting Hall Performing Arts Center, Fred P. Hall Amphitheatre, and other venues as may be used. The successful candidate will display a flexible attitude to the work and will undertake varying roles as dictated by show and rehearsal requirements. Assists in the safe operation and maintenance of theatre sound, lighting, rigging, and related equipment and systems used in support of stage productions, concerts, dance, meetings, and related events; assists with a variety of clerical office duties; performs related and additional duties as required and assigned, assist needs of users and volunteers under direction of the Theatre Coordinator, and ensure that policies are adhered to by users of Cutting Hall, Amphitheatre, and other venues. Building Attendant duties are inherently included within the position of Theatre Technician.

REPRESENTATIVE DUTIES

- Plan, organize and implement the maintenance and operation of performance-related equipment at the theatre venues including lights and lighting console, sound equipment, microphones, sound console, speakers, special effects equipment, rigging system, and other technical systems used during events, performances and rehearsals.
- Program sound equipment, lighting equipment, rigging controls and other technical systems in advance of performances and productions; troubleshoot and resolve problems with production equipment.
- Coordinate with production company staff on sets, props, costume delivery and set-up; assist in the installation and set-up of props and sets.
- Monitor the condition of equipment, including lighting, sound, and rigging equipment; notify Theatre Coordinator of the need to repair and replacement equipment.
- Utilize proper safety practices and procedures.
- Maintain a variety of files and records; enter and retrieve information from a computer; assist with other functions, as needed.
- Perform other related duties as required to address theatre needs and changing theatre practices.
- Serve as technical representative for groups using the facilities; coordinate with production companies and other organizations using the facility to determine technical requirements.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics and techniques used in theater production lighting, sound, and rigging equipment.
- Operations, services and activities of technical operations of theatre programs.
- Principles, methods, materials, equipment and tools used in technical operations.
- Principles and practices of theatre sound engineering. A working knowledge of digital sound desks would be of value.
- Principles and practices of stage lighting. A working knowledge of digital lighting desks would be of value.
- Methods and techniques in maintaining, installing, and repairing electrical and mechanical equipment used in stage productions. (This does not extend to maintenance and repair where a licensed electrician is required.)
- Principles and practices of theatre stage rigging.
- A basic competency in stage carpentry and working experience of scenic design and construction.
- Theater pre-performance, performance, and post-performance activities.
- An interest in the world of theatre and a good awareness of the industry and its workings.
• Basic principles of operational characteristics of computer hardware and software.
• Office procedures, methods, and equipment, including computers and applicable software applications.
• Occupational hazards and standard safety practices and procedures.
• Pertinent federal, state and local laws, codes and regulations in regards to theatre operations.

Ability to:
• Ensure the safe technical operations of the theatre venues.
• Operate and maintain equipment, materials, tools, and supplies used in technical production and set design.
• Evaluate equipment needs and notify supervisor of need to repair or replace equipment.
• Troubleshoot theater equipment and computer problems.
• Utilize standard office equipment including computers and related software applications.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.
• The ability to work on your own initiative and to solve problems.
• The ability to lead a team in a production situation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: Office, theater, and stage environment; exposure to noise, dust and electrical energy; work with machinery; work at heights on scaffolding and ladders.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding technical duties; walk, stand or sit for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:
• High School graduation or equivalent to the completion of the twelfth grade supplemented by coursework or training in theater operations, performing arts, or a related field.
• An Associate Degree or Bachelor Degree in Theatre is a plus.

CONTACT: Apply online at www.palatineparks.org. CLOSING DATE: Until Position is filled

STARTING RATE OF PAY: $10.00 per hour entry level, or higher, depending on proven of good experience and qualifications.