



JOB DESCRIPTION

ASSISTANT TECHNICAL DIRECTOR

Department:	Memorial Auditorium	Classification/FLSA:	Part-Time, Non- Exempt
Location:	Memorial Auditorium	Reports To:	Memorial Auditorium Manager
Supervises:	N/A	Salary Range:	\$11.00 - \$14.00
Benefits:	Per City Handbook	Travel:	As needed

POSITION SUMMARY

In close collaboration with, and on a day-to-day basis, conducts the following with the Technical Director:

- Assist TD and GM in administration and supervision of all safety systems.
- Participate in all technical and staff meetings
- Assist in Daily operations of events
- Prepare, setup, and teardown of Auditorium equipment

Regular attendance is an essential function of this job. Varied Hours including evening and weekends.

DUTIES AND RESPONSIBILITIES

- Operates computerized lighting and sound systems for events.
- Operates Video Switcher for Livestreaming and/or recording events
- Ensures the Auditorium and stage are in a constant state of readiness for oncoming stage events and performances.
- Assist Auditorium staff and volunteers in placement and operations of lighting and sound equipment.
- Oversees performances and rehearsals on stage as assigned.
- Ensure safety on the stage during performance.
- Performs general maintenance and light repair on equipment. Assist in more complex repairs, maintenance and other related duties as required as assigned by the Technical Director.

POSITION COMPETENCIES

- Skills in operating and maintaining TriCaster Video equipment, Sound console, and Lighting console.
- Ability to work with the public and artists of diverse backgrounds.
- Ability to work with and direct volunteers and part time hires on the technical aspects of theatre productions.
- Ability to work in genie lift at heights in excess of 25 feet. Work on catwalks and climb ladders at heights in excess of 40 feet.
- Ability to lift and carry weight in excess of 20 pounds regularly and 40 pounds occasionally

EDUCATION

- High School Graduate or G.E.D. with course work towards Technical Theatre degree or related field.
- One to two years' experience in theatre, or comparable education or experience plus a minimum of one year experience in working with the public.

WORKING CONDITIONS

- Must be willing to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, vapor, gasses, and/or materials.
- Materials and equipment used:
 - Sound Board
 - Light Board
 - Video Switcher
 - Camcorder
 - Amplifiers
 - Microphones
 - Sound Processors
 - Lighting Instruments
 - Computer and office software
 - Counterweight system
 - Hand Power Tools
 - Video Projectors and Screens

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