



JOB DESCRIPTION

ASSISTANT TECHNICAL DIRECTOR

Department:	Memorial Auditorium	Classification/FLSA:	Full Time, Non-Exempt
Location:	Memorial Auditorium	Reports To:	Memorial Auditorium Manager
Supervises:	N/A	Pay Range:	\$15.24 - \$19.05
Benefits:	Per City Handbook	Travel:	As needed
Date Written/Revised: 07/19/2023			

POSITION SUMMARY

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

- Determines allocation of duties and schedule for other crew members
- Discusses and understands the show concepts with the designer and/or TD
- Assist in developing comprehensive build calendar for each production
- Assist TD and GM in administration and supervision of all safety systems
- Assist with Load-In and Strike for all shows assigned
- Assist in daily operations of events
- Prepare, setup, and tear down of auditorium equipment
- Participate in all technical and staff meetings
- Assist with drafting when needed and proof all working design drawings
- Assist with keeping work space stocked with necessary production materials and supplies
- Assist with general maintenance of entire facility as assigned
- Regular attendance is an essential function of this job. Varied hours including evenings and weekends

DUTIES AND RESPONSIBILITIES

- Operates computerized lighting and sound systems for events
- Operates Video Switcher for Livestreaming and/or recording events
- Designs and hangs lighting for events as per artist specifications
- Design and setup of sound reinforcement
- Recommends staffing requirements for events in the auditorium to Technical Director
- 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
- Coordinates stage volunteers and additional auditorium technical staff
- Oversees performances and rehearsals on stage as assigned
- Ensure safety on the stage during performances
- 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
- Assists in assembly or construction of set for incoming events
- Serve as designer in a technical aspect as assigned
- Constructs scenery; including understanding working drawings/elevations, cut lists, construction methods; pneumatics, hand tools, power tools, adhesives, foams, etc. Strong carpentry skills are required

POSITION COMPETENCIES

- Skills in operating and maintaining TriCaster Video Switch, Sound Console, Lighting Console and equipment with each system
- Video direction and editing experience preferred
- Ability to work with the public and artists of diverse backgrounds
- Ability to work with and direct volunteers and part time employees 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
- Valid Driver's License

EDUCATION

- High School Graduate or equivalent with course work towards theater related field
- Three to five 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 able 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
- Various cleaning supplies