JOB DESCRIPTION
TECH ASSISTANT
PLANT OPERATIONS

JOB DESCRIPTION CREATION / REVISION DATE: 7/1/2019

POSITION TITLE: Auditorium Stage Tech Assistant

DEPARTMENT: Plant Operations

REPORTS TO: Plant Operations Director or Designee

SUPERVISES: N/A

POSITION GOAL(S):
Assist with and performs technical activities scheduled in the Auditorium and other performing arts spaces in the building in a professional and organized manner. Assists in the safe operation and maintenance of theater sound, lighting, rigging, and related equipment and systems used in support of stage productions, meetings, rentals and related events.

JOB DUTIES / ACCOUNTABILITIES:
1. Assist the Auditorium Managers in the operation of lighting and/or sound systems during event rentals and/or school performances.
2. Perform technical theater tasks in the “preparation and strike” of rental events.
3. Participates in the moving of scenery as needed.
4. Observe and provide assistance to Auditorium Managers to ensure all safety measures are followed during event rentals.
5. Under the direction of the Stage Manager or designee, set up sound equipment, control microphones and other audio equipment in the auditorium/building or during a district rental.
6. Assist with the backstage functions including but not limited to: stage rigging, rails, lighting, curtains, set and props.
7. Assist with the set-up and breakdown functions related to sound, video, lighting, sets, props, tables, chairs and other duties for rentals of the auditorium or other spaces.
8. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Experience working as a stage technician in a well-equipped venue, preferred.
2. Working knowledge of stage technology, including, but not limited to: light board operation and programming using ETC systems, and sound console operations using both digital and analog systems.
3. Demonstrated experience working in an auditorium environment, with equipment including but not limited to: stage rigging systems, Wenger pit systems, Wenger band, choral and orchestral stage equipment, floor maintenance, and all related safety requirements.
4. Proficiency operating various computer systems such as Windows 8, Mac OS X, and Google Chrome OS – and computer applications that include, but are not limited to, Microsoft Office applications, Google web-based applications, and different social media applications.
5. Excellent organizational and communication skills.
EDUCATION:
1. Bachelor’s degree, preferred.

PHYSICAL DEMANDS:
1. Must be able to work indoors and outdoors.
2. Exposure to noise, dust, and hot lighting instruments.
3. Heights associated with rigging and catwalks.
4. Lifting and moving heavy objects with proper technique.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling, crouching.
7. Ability to safely climb and work from ladders.
8. Ability to work in tight areas.

TERMS OF EMPLOYMENT:
This is a part-time, project-based, as needed position, not to exceed 600 hours a year.

EVALUATION:
Performance of this position will be evaluated in accordance with provisions of the Board’s policy on evaluation of support personnel.

Employee Signature: ______________________________ Date: _____________
Supervisor Signature: ______________________________ Date: _____________