



Technical Coordinator

Full-Time

Salary – Exempt

Reports to:

Technical Director

Department:

Technical Production

Position Summary:

Under the direction of the Technical Director, the Technical Coordinator aids in implementing theatrical production in a multi-stage and multi-use environment. This position is required to work days, evenings, weekends, and holidays, depending upon the production schedule, and may work more than 40 hours per week. This position is a Center management position and is not subject to any contracts with the International Alliance of Theatrical Stage Employees (IATSE).

Experience and Training:

The incumbent will possess a broad knowledge and understanding of production management and technical theatre, which will have been obtained through a minimum of two years of responsible experience in theatre stagecraft and theatre production, preferably in a roadhouse situation. He/she will hold a BA or BFA in Technical Theatre from a four-year college or university with major course work in technical theatre and production, and/or any combination of course work, experience, and training which provide the required knowledge, skills, and abilities. The Technical Coordinator needs to be proactive and self-directed and remain calm under duress. Excellent communication, leadership, collaborative, organizational, interpersonal, supervisory, problem-solving, and customer service skills are required. This position calls for superior tact, patience, integrity, and time and project management skills.

Knowledge, skills and abilities:

Demonstrated commitment to furthering the technical theatre education of self, other technical staff, co-workers, facility users, and members of the community.

Demonstrated commitment to providing exceptional customer service.

Knowledge of theatrical production, production management, and stage equipment such as counterweight fly systems, rigging, lighting, electricity, carpentry, video, and sound.

Experience hiring, training, supervising, coaching, and evaluating technical/stage staff.

Familiarity with state and federal labor and safety laws preferred.

Ability to:

- Communicate effectively, both verbally and in writing, with house crew, other Center departments and staff members, facility users (both professional and amateur), stage crews (both professional and amateur), Center interns, Honor Crew students, and the public
- Establish and maintain good relations with facility users, artists, house crew, Center interns, Honor Crew

students, road crews, Center staff members, casual employees, and volunteers

- Train and supervise union, non-union, intern, and student crews, particularly in the area of accepted theatrical safety standards and practices
- Seek creative solutions, solve problems, and maximize resources
- Safely use power and hand tools, and train and direct others to do the same
- Safely use and work on catwalks, ladders, and personnel lifts, and train and direct others to do the same
- Effectively prioritize tasks
- Bring projects from beginning to completion with minimal direction
- Thoroughly complete all the details associated with different projects with various deadlines
- Meet all event, paperwork, and maintenance deadlines at all times
- Effectively retain the information and training provided
- Ability to safely lift and carry 75 pounds; safely use and work on ladders, personnel lifts and catwalk areas; and safely work in low-light or no-light environments

Duties and Responsibilities:

Duties include but are not limited to:

- Fulfill the Center's and the Technical Production Department's Mission Statements by performing a variety of duties
- Administer the Center's Stage Technician Intern program, to include the recruiting, hiring, training, scheduling, coaching, and evaluating of interns
- Learn, apply, and train union, non-union, intern, and student crews in Center policies and procedures
- Supervise stagehands with varying degrees of expertise, including union (IATSE) and non-union professionals as well as interns
- Comply with state labor and safety laws and legislations, as well as the Center's Collective Bargaining Agreements
- Assist in the enforcement of safety protocols
- Communicate with facility users, both professional and community, to procure advance information regarding upcoming events in a timely manner
- Coordinate and administer the production management of assigned events, including working the events whenever they're scheduled
- Generate, coordinate, and complete all paperwork in an effective, thorough, and timely manner
- Provide technical support in non-traditional production settings
- As directed, process non-union and union payroll
- Attend necessary department and Center-wide meetings and represent the Technical Production Department when necessary
- As directed, participate in Technical Production Department educational outreach activities
- Other duties as may be deemed necessary by the Technical Director

Knowledge of:

- Production and stage management, preferably in a roadhouse situation
- Basic stagecraft (carpentry, rigging, sound, props) in general
- Lighting, sound, video, and counterweight systems and equipment
- Current theatrical production safety practices
- Supervising employees in the State of California
- Supervising employees who are governed by an IATSE labor contract

Work Schedule:

The Technical Coordinator will be required to work a flexible workweek with a minimum of forty (40) hours of work per week and the ability to work long hours as necessary. Shifts will be based on performances and other Center events, and may include days, evenings, weekdays, weekends, and holidays.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand and walk for extended periods of time. The employee also frequently sits; uses hand to finger mobility; handles, feels, or uses objects, tools and/or controls; repairs small pieces of equipment; reaches with hands and arms; climbs stairs; climbs ladders; balances, stoops, kneels, crouches, and crawls; talks and hears; and identifies sounds and frequencies, and listens. The employee must occasionally lift, carry, move, or push up to 75 lbs. The employee must have the ability to function in low-light and unlit environments as well as perform work on ladders, personnel lifts, catwalks, and theatrical grids up to 100' above the stage floor. Specific vision abilities required by the job include close vision; distance vision; color vision; identification of colors, hues, tints, and shades; peripheral vision; depth perception; and an ability to adjust focus. Specific hearing abilities required by the job include understanding a wide range of speaking levels, from very low to high, and a wide range of sound frequencies, from low to high. The noise level in the work environment is moderate to high, depending upon the event. While performing this job, the employee is exposed to weather conditions prevalent at the time.

Working Environment:

While performing this job, the employee is exposed to weather conditions prevalent at the time with respect to both indoor and outdoor events. Temperature levels may include hot, cold, and mild. The noise level in the work environment may be low, moderate, and at times may be high.

Compensation:

\$34,000/year

Benefits:

As a Full Time employee, this position is eligible to receive benefits, including medical, dental, and vision insurance; vacation, holiday, and sick time; participation in the Center's retirement savings plan; and complimentary tickets to Performing Arts performances as described in the Center's Policies and Procedures Handbook.