

CITY OF HELENA



Position Title: Auditorium Technical Director Department: Civic Center

Position #: 14216 Grade: 134

EEO Category: (07) Skilled Crafts FLSA: Non-exempt

EEO Function: (15) Other Work Comp Code: 9410

DEFINITION

Under general supervision perform a full range of technical duties related to the care, maintenance, and operation of the auditorium theater stage rigging, lighting, sound needs and stage management for theatrical events.

SUPERVISION RECEIVED

Supervised by the Civic Center Manager.

SUPERVISION EXERCISED

Exercises direct supervision over technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as technical director for theatrical events; direct the stage rigging, lighting, sound, and electrical needs for theatrical events.

Provide design expertise in electronics and equipment retrofits; oversee and coordinate the maintenance and operation of theatrical rigging, lighting, and sound systems.

Review and advance technical riders with national artists and or local promoters, which involves determining the technical needs of the production, and identifies requirements of technical riders.

Responsible for scheduling, organizing, training and supervising crews with varying abilities and resources for load-in, running and strike of productions

Duties may also include performing setup, rigging and strike; operating sound board, light board, video equipment, special effects, and fly systems.

Responsible for inventory, purchase, and upkeep of all technical theater and production related equipment and supplies.

Work with building manager in providing for the safety of theater employees, volunteers, and visitors, and for the security of all technical and production related equipment.

Work to provide optimal sound, lighting and other technical support to achieve the best production quality while working within budget constraints.

Work with building manager in planning for facility and equipment improvements for the Theater.

Maintain a positive work environment.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of theater lighting, sound and rigging systems.

Production audio, media and basic lighting and sound design

Monitor event activities; ensure fire and safety codes are met and prevent damage to building; work with event producer to coordinate needs and to resolve problems in facility during events

Pertinent Federal, State, and local laws, codes, and regulations.

Skill to:

Operate modern office equipment including computer equipment.

Ability to communicate on interpersonal, managerial, organizational, and decision making levels with the staff and general public.

Ability to work well with and provide technical support for, groups of differing skill levels.

Operate computerized lighting and sound boards and equipment.

Ability to:

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work long, unusual and irregular hours including evenings and weekends.

Ability to climb ladders and scaffolds, use a personnel lift and work at height.

Ability to work quickly and efficiently, and be a willing collaborator as well as an efficient problem solver.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, drive, use a personnel lift, work at height, lift 75 lbs and may on occasion lift up to 100 lbs. or more; exposure to noise, outdoors, confining work space, explosive materials, mechanical hazards, and electrical hazards.

Work Environment

Works in varying heights, cramped/confined spaces, and varying shifts. Is exposed to a variety of hazards and dangers on occasion. Works in a dusty and dirty environment at times.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years experience as a lighting director, a technical director and a sound engineer or equivalent combination of education and experience.

Training:

Equivalent combination of education and experience to a Bachelor's degree from an accredited college or university with major course work in technical theater or a related field

License or Certificate:

Possession of or ability to obtain within six months of hire, a valid MT driver's license.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____