

Embassy Theatre Foundation, Inc.

Job Description

Job Title: Production Technician
Reports To: Technical Director
Classification: Non-exempt, Part-time
Salary Range: Starting at \$25 per hour; negotiable, based on experience

General Description: Performs technical support for the Embassy Theatre, undertaking varying roles based on events' rehearsal and performance requirements. Responsibilities include serving as audio, lighting or multimedia technician (depending on experience/skillset) in addition to providing stage/production equipment cleaning and maintenance, and technical setup and teardown of various theater and special events.

Duties and responsibilities:

- Performs specific skills based on technical job category (examples: audio, lighting, video, streaming, stage management, etc.), including but not limited to:
 - Run microphone cables and backline, and assists with sound checks, rehearsals and performances.
 - Set up, program and operate lighting, and light and sound desk consoles.
 - Set up and run sound boards, including tests and live changes as needed.
 - Operate and maintain equipment, materials, tools and supplies used in technical production and basic set design.
 - Maintain basic knowledge of computer networking and how it relates to production setups.
 - Troubleshoot theater equipment and computer/IT equipment related to productions.
 - Maintain general knowledge of camera/projection systems and livestreaming.
 - Provide general knowledge of stage carpentry/scenic operations.
- Facilitates production work and communicates in an effective and timely manner, both verbally and in writing, with staff and vendors.
- Able to lift a minimum of 50 pounds.
- Uses various types of technical theater equipment safely and effectively.
- Works variable hours to organize and lead technical theater productions. This includes some work days exceeding 10 hours in length.
- Performs other related duties as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: At least two years' experience in stage production required. Past experience in theater productions preferred. Bachelor's degree or higher in theater or related field or comparable working experience preferred. Thorough knowledge of materials, equipment, procedures and safe practices necessary to perform the required duties.