

**Job Title:** Assistant Technical Director/Master Electrician

**Employment Status:** Regular FT

**Working Hours:** Shifts will vary, depending upon production requirements. Able to work a flexible schedule, including frequent nights and weekends. The time requirements of the position make it difficult if not impossible to take outside freelance engagements.

**Number of Direct Reports:** 2 – 6 PT technical overhire positions

**Date job description was created/revised:** March 2016

The New Hazlett Theater is a non-profit performing arts facility, with a mission to provide a nurturing, collaborative environment for artists, leveraging people, space and technology to create and present challenging and dynamic art. Events include theater, dance, performance art, music, spoken word performances, and community events, among other programming options. Theater offerings appeal to children, families, and adult audiences. We welcome approximately 26,000 guests each year.

**General Overview:**

The Assistant Technical Director/Master Electrician (ATD/ME) reports to the Technical Director and serves as a critical member of the technical team, responsible for overseeing all technical aspects of productions. Responsibilities are roughly 80% theatrical and 20% facility-related. This position is responsible for assisting with the planning, organizing, supervising, and controlling of all theatrical activities and special events within the facility, including load-in, set-up, crew supervision, strike and turnover between events. Like all members of the New Hazlett management team, the ATD/ME will provide leadership, serve as a mentor and advisor to artists in the development of their projects, and become involved with the community to promote the organization.

**Essential Duties & Responsibilities:**

- Operate, maintain and safeguard the technical assets of the theater, including supervising the use of lighting, sound, projection and communications equipment, and the use and maintenance of stage facilities.
- Determine the necessary technical support, such as lighting, sound, video, projection, filming, recording, staging, and special needs necessary for performances and events presented at the facility, well in advance of production dates.
- Set up, maintain, and operate lighting and sound systems for theater, dance, music, and other productions and projects.
- Assist guest designers and artists with technical matters.
- Advise production managers, lighting and sound designers on the technical specifications, costs and usage of technical equipment required for individual shows.
- Supervise the implementations of approved technical designs.
- Supervise set and stage construction and management.
- Attend production meetings for all clients.
- Coordinate client scheduling, equipment, staffing, and technical needs for all jobs.
- Orient facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitate the use of the technical facilities by the resident company and others engaged by or renting the facility; ensure that all renters are operating in a safe working environment.
- Monitor the condition of equipment including lighting, sound, and rigging equipment; arrange for the repair and replacement within budgetary constraints; perform preventive maintenance on equipment.
- Maintain inventory and order specialized theatrical supplies.

- Assist with the preparation and control of budgets.
- Attend technical rehearsals, in order to supervise and assist in the technical aspects of the show.
- Serve as crew chief; supervise and train contracted non-union technical labor for shows.
- Make recommendations to the Technical Director regarding capital purchases of equipment

**Job Requirements:**

**Educational Requirements:**

- **Minimum Education Required:** High School Diploma
- **Preferred Education:** Bachelor's Degree

**Experience:**

**Minimum Experience:**

- Extensive knowledge of theatrical lighting equipment, wiring and electricity
- Experience with Vectorworks, ETC Ion console, DMX and Ethernet networking
- 3-5 years prior work experience, including managing a crew of at least 4 people

**Preferred Experience:**

- A previous background in theater or events management

**Knowledge, Skills & Abilities:**

- Demonstrated commitment to safety and safe theater practices
- Highly motivated and calm under pressure
- Exceptionally organized, with time management skills with the ability to multitask and reprioritize
- Able to work both independently and on teams in a fast-paced environment
- Strong verbal and written communications skills; ability to communicate with a broad range of individuals
- Strong interpersonal skills with a collaborative management style
- Creative problem-solving abilities are necessary. Able to quickly identify and provide recommendations on issues

**Language Requirements, other than English:** Not Applicable

**Licenses or Certifications:** valid PA driver's license

**Travel Requirements:** can provide own vehicle

**Physical, mental demands and working conditions**

- The position frequently requires the employee to communicate well with others both inside and outside the theater (e.g., in person, via telephone, via email).
- The employee must be able to understand and solve problems, multi-task, prioritize, and meet multiple individuals to complete essential tasks.
- An employee in this position is frequently required to move throughout the workplace, sit, stand and walk, possess gross motor skills (e.g., to carry items, sweeping, etc), reach with hands and arms, climb stairs and ladders, balance, stoop, kneel crouch or crawl, communicate effectively, and see, talk and hear.
- An employee in this position must be able to exert up to 50 lbs. of force frequently. Other physical demands may include climbing, balancing, stooping, kneeling, crouching and ability to work at heights.
- Office equipment, hand tools, power tools and vehicles may all be operated as part of this job.

The New Hazlett Theater is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Employment may be contingent upon your successful completion of a professional, educational and criminal background check. At the time of employment, you must also present documentation indicating that you are legally authorized to work in the United States.

**TO APPLY:** Send resume with cover letter, salary history, and three professional references to Scott Conklin, Technical Director via email to [scott@newhazletttheater.org](mailto:scott@newhazletttheater.org). No phone calls please. No relocation expenses provided.