

## **Assistant Technical Director**

---

**Summary:** The Assistant Technical Director is a full-time, benefits-eligible leadership role that is responsible for overseeing part time technical staff and reports to the Technical Director/Media Services Lead. The Assistant Technical Director is responsible for coordinating the use of media equipment and resources for faculty, staff, and rental services for Queens University of Charlotte. *This position is not exempt from provisions of the Fair Labor Standards Act (FLSA) and is eligible to earn overtime pay for hours worked above 40 in a single work week.*

**Essential Duties and Responsibilities** include the following:

- Assists in creating schedules for media staff to ensure proper coverage while staying within budget parameters.
- Keep inventory of all media equipment and work with Lead on recommending new equipment to keep updated services available.
- Collaborate with faculty and clients on media equipment and technology resources available.
- Schedule and run webinars and livestream broadcasts.
- Consult and participate in planning for large scale campus events.
- Set up audio visual equipment on campus for both internal and external clients while delivering excellent customer service.
- Maintain a clean, organized, and safe working environment.
- Assist with technical operation of sound, lighting, and video equipment in the Gambrell Center, Belk Chapel, Sykes building, Sports Complex, and other specified locations.
- Perform routine maintenance on AV and production equipment and coordinate off-campus repairs as directed.
- Must be flexible in schedule to cover evening and weekend hours.

### **Non-Essential Duties**

- Special projects and other duties may be assigned as needed

### **Experience, Knowledge and Skills Required**

- 2 or more years' experience in similar capacity, coordinating use of moderately sophisticated audio/visual equipment; higher education experience a plus
- Experience working in a professional theatre environment as a technician is preferred
- Strong interpersonal and verbal communication skills, including ability to convey technical information in an easy-to-understand manner
- Proven skill at programming lighting equipment, set mixes on sound equipment, and preparing other technical systems in advance of performances: especially ETC lighting consoles and Allen & Heath digital sound consoles and/or Dante sound networking.
- Ability to use basic hand tools and basic portable power tools as applicable
- Videography and video/photo editing experience preferred
- Preference given to those proficient on both Windows and Mac OSX
- Demonstrated ability to thrive in a fast-paced office, ensuring timeframes and responsibilities are met

- Computer proficiency, particularly in MS Outlook, Word, and PowerPoint; ability to quickly learn and assimilate use of new software and technology
- Strong follow-up and follow-through skills with proven ability to deliver projects on time and to the customer's specifications
- High level of initiative and the ability to work independently. Ideal candidates will demonstrate history of taking ownership to deliver excellent results.
- Proven ability to troubleshoot and resolve problems with production equipment, often under tight timelines and stressful situations.
- Exceptional customer service and ability to remain calm in stressful situations.
- Must be able to work a flexible schedule when needed, including evening and weekend hours to meet demands of the position
- Proven ability to plan, organize and control large and small projects through to completion
- Ability to accept direction on assignments, building support from colleagues where applicable
- Knowledge of commonly used theatrical terminology, methods, materials, and fasteners
- Must be able to physically lift equipment up to 50 pounds
- Must be able to physically climb up and perform work on the catwalk of the theater
- Must be able and willing to work at height on genie lifts or ladders

## Application Process

Qualified candidates should submit the documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**ATS-EXE**" and **YOUR NAME** in your email Subject Line.  
(**Example:** ATS-EXE Shawn Frances)

**Review of submissions will begin on August 15, 2021,** and continue until the position is filled.

### About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities

to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

### **Benefits**

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

### **Physical Requirements** (*with or without reasonable accommodation*)

- *Eye-Hand Coordination:* Requires hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, copier, calculator, and other office equipment.
- *Talking:* Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- *Repetitive Motion:* Movements frequently and regularly required using the wrists, hands, and/or fingers.
- *Hearing:* Able to hear average or normal conversations and receive ordinary information.
- *Visual Abilities:* Average, ordinary, visual acuity necessary including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Physical Strength:* Will regularly be required to sit, use hands to finger, handle or feel objects, tools and controls reach with hands and arms. Must be able to stand, walk, stoop, kneel, or crouch. Must regularly lift and/or move up to 40 pounds, and occasionally lift and/or move up to 60 pounds.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.
- *Working at height:* this position routinely requires working in a genie lift, on ladders, and on a fixed catwalk at heights ranging from 12 to 40 feet.

### **Work Conditions**

- Work in office and theatrical / entertainment venues, involving contact with faculty, staff, students, parents, community members, service providers and vendors.
- Must be willing and able to work a flexible schedule to cover evening and weekend events.

- Work has deadlines, multiple interruptions, high volume and may be stressful at times.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*