

Theatre Technician (part-time, temporary) (ER-TT)

Summary: This part-time, temporary role (hours vary from 5-25/week) provides basic technical support for internal and external events in the Sandra Levine Theatre and/or Greenhoot Recital Hall. Assists with the set-up, tear down, and/or operation of events based on the specific needs from the client. Reports to the Media Services Team Lead. *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:

- Set up the facility as required by the client, including but not limited to scenery, furniture, lighting/sound/video equipment, and soft goods
- Monitor the condition of equipment, including lighting, sound, and rigging equipment and notify the Team Lead of any needed repair and replacement
- Maintain a clean, organized, and safe working environment
- Maintain and organize theater equipment
- Assists the Team Lead with technical and production needs of events and performances in
- Hang and focus lighting equipment, using personnel lifts and catwalk
- Program and operate sound and lighting boards
- Oversee backstage activity and personnel under the direction of the Team Lead
- Troubleshoot and resolve problems with production equipment, often under tight timelines and stressful situations
- Understand client scripts, documentation, and show flows and seek clarification when needed

Secondary Duties and Responsibilities:

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge and Skills Required:

- Experience working in a professional theater environment as a technician, including high school, college, or volunteer.
- Availability and willingness to work a flexible and variable schedule, including nights, weekends, and some holidays
- Effective communication, attentiveness, listening to and interpreting direction
- Ability to use basic hand tools and basic portable power tools as applicable
- Organization and the ability to follow through to completion on tasks, often under tight deadlines
- Knowledge of commonly used theatrical terminology, methods, materials, and fasteners
- Basic math and measuring skills
- Ability to work quickly and efficiently, often in close proximity with other employees
- Ability to work effectively at heights or in low light situations

- Ability to understand client scripts, documentation, and show flows. In some cases, it may require garnering clarification and asking necessary questions.
- Proven skill at programming lighting equipment, set mixes on sound equipment, and preparing other technical systems in advance of performances.
- Proven ability to troubleshoot and resolve problems with production equipment, often under tight timelines and stressful situations.
- Proficient in thinking and acting quickly with accuracy and safety in mind.
- Experience at monitoring the condition of equipment, including lighting, sound, and rigging equipment
- Solid problem-solving skills and the ability to analyze components and arrive at a logical course of action while knowing when to ask for assistance or direction
- Excellent verbal and written communication skills and a gift for identifying information that should be escalated immediately
- Excellent attention to detail, accuracy, and timeliness
- Excellent follow-up and follow-through skills
- 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
- Proven ability to work independently and as part of a team
- High School Diploma or GED; preference for a B.A. in Theatre

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 internship qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**ER-TT**” and **YOUR NAME** in your email Subject Line.
(**Example:** ER-TT Shawn Mullin)

Applications received by May 15, 2021 will receive first consideration. Queens will continue to accept applications until the internship 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.

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)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% of the time.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.
- *Lifting, Pulling, Pushing:* Exert up to 40 pounds for force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

QUEENS UNIVERSITY

of
CHARLOTTE

- Must be willing and able to work a flexible schedule to meet requirements of the position, including early mornings, nights, and weekends, including holidays.
- Must be able to work in theatrical environment with open borders (no office) while having contact with clients, staff, students, parents, service providers and vendors on any given day.
- Work has deadlines, multiple interruptions, high volume and can be stressful.

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.