

Embassy Theatre Foundation, Inc.

Job Description

Job Title: Production Technician
Reports To: Technical Director
Classification: Non-exempt, Part-time
Salary Range: Starting at \$20 per hour; negotiable, based on experience

General Description: Provides production support for the Embassy Theatre production team, supporting performances and special events in a variety of roles.

Duties and Responsibilities:

- Assists staff with setup, execution and strike of performances and events, including:
 - Run and connection of microphone, speaker, lighting, electrical and data cables.
 - Setup of backline and assist with sound checks, rehearsals and performances.
 - Programming and operating lighting control consoles.
 - Programming and operating audio control consoles.
 - Troubleshooting and repairing theater equipment.
 - Setup and operation of camera/projection systems and livestreaming equipment.
 - Operating stage rigging system.
- Facilitates production work and communicates in an effective and timely manner, both verbally and in writing.
- Regularly lifts equipment and materials that may weigh up to 50 lbs.
- Uses various types of technical theater equipment safely and effectively.
- Works variable schedule that may include nights, weekends, holidays and shifts that exceed 10 hours in length.
- Performs other related duties as assigned.
- Adhere 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 is required. Past experience in theater productions preferred. Bachelor's degree or higher in theater, related field or comparable working experience preferred. Thorough knowledge of materials, equipment, procedures and safety practices necessary to perform the required duties is expected.