

Technical Assistant

Under the supervision of the Producing Artistic Director (PAD) and the General Manager (GM) at the Poinsettia Center for the Arts (Star Theatre Company), the Technical Assistant is responsible for the coordination of technical elements of productions; as well as facility and rental duties as assigned by the PAD and the GM in order to achieve the organizational mission of providing a self-sustaining community center for the performing and visual arts in Coastal North County San Diego. The selected candidate will join a 6 person, fast paced production department that currently produces 5 musicals, 1 drama and several various other events throughout the year as well as provides, maintains and operates a rental facility to others.

REPRESENTATIVE DUTIES

- Operates, maintains and safeguards the technical assets of the organization, including the use of lighting, sound, set design and construction, and the use and maintenance of stage and rental facilities.
- Monitors the condition of equipment including lighting, sound and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventative maintenance on equipment.
- Manages and maintains production material inventory
- Assists PAD in technical implementation of scenic, lighting and sound elements for all productions
- Oversees part-time designers hired to support productions as assigned by the PAD / GM.
- Provides production support during the run of all shows as console operator, follow spot operator or deck hand
- Maintains a safe work environment and helps establish and maintain safety procedures
- Works directly with facility renters as to contractual, safety, technical and other characteristics and areas of facility operations
- Provides on-site support during rentals including maintenance as well as technical support
- Performs facility turn-around duties between rentals and production events

QUALIFICATIONS

- Valid California Driver's License and provide own transportation
- Highly skilled in two or more of the following areas and practices of technical theatre: audio, lighting, scenic design/carpentry, scenic painting, and technical direction. Skills in other areas desirable.
- Possesses strong organizational and leadership skills, including ability to meet tight schedules and timelines while maintaining a positive attitude; maintain records and prepare reports; maintain confidentiality of privileged information; and work at a high level of independence as well as with a team
- Excels at use of computer applications including: word processing, database/spreadsheet, and general data entry skills. Computer Aided Design (CAD) experience a plus.
- Demonstrates ability to handle multiple projects at once
- Demonstrates excellent written and verbal communication skills
- Ability to operate equipment such as sound consoles, lighting consoles, rigging systems, and shop tools
- Ability to work evenings and weekends to support events
- Physical: must be able to lift and carry 50 pounds; sit and/or stand in one place for long periods of time; capable of climbing ladders, working at heights or in a kneeling position

DESIRED EDUCATION AND EXPERIENCE

Bachelor degree or working towards degree from an accredited college or university program and/or two years professional experience in production and technical theatre.

WORKING CONDITIONS

Theatre environment requires irregular hours due to the demands of the position to meet the needs of the performance and rental schedule. Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

SALARY/BENEFITS

Work Year: Part-time

Salary: \$11 - \$12 / per hour based upon qualifications and experience

Benefits: None

Application Procedure:

Submit Resumes and Cover Letter via e-mail with "Open Position" in the SUBJECT LINE to thestartheatre@gmail.com, attention: David Schulz, Producing Artistic Director / Paul Friedman, General Manager