

Veterans Memorial Civic & Convention Center
Job Description: Assistant Technical Director

EMPLOYEE NAME: _____

SUPERVISOR: Technical Director

FLSA STATUS: Exempt, At-Will

DEPARTMENT: VMCCC

EMP STATUS: Full-Time

Reviewed:

NORMAL WORK HOURS: as the VMCCC is a 24-7 operation, work hours vary according to events held at the facility. This is a Full time position working a 40-hour week or more, hours will vary Thursday through Wednesday depending on events in Crouse Performance Hall (CPH) and Pangle Pavilion (PP).

General Purpose of the Job:

The Assistant Technical Director works directly with the Technical Director (TD). The Assistant serves, at various times, as both Assistant Director and as acting Director for the Crouse Performance Hall/ Pangle Pavilion during absence of the TD.

Essential Duties and Responsibilities include the following:

- Coordinate the CPH/PP workload with the Technical Director.
- Assist with technical riders, show advancement, show logistics.
- Assist with equipment maintenance, upgrades, and inventory management.
- Ability to safely operate and program sound, lighting, video, flyrail, media gear and devices with minimal supervision.
- Perform stage lighting support, programming, and operation for show needs with minimal programming time.
- Supervise, manage, recruit, and train stage crews, the stage crew work schedules, tasks, reports, timecards, and duties.
- Participate, develop, and provide training to clients, stage crew, and workshop situations.
- Flexibility to fill in for show crew needs at moment's notice.
- Seek out and engage in professional development in the industry.
- Provide reports and required paperwork in timely manner.
- Coordinate with TD for reports and required paperwork.
- Coordinate and provide assistance to Box Office Manager and Front of House manager as needs dictate.
- Aid in crowd management practices and safety.
- Beyond technical needs, ensure venue preparedness for client and building needs.
- Perform stage change-overs between clients/shows.

Other Duties assigned:

- Provide and promote good customer service.
- Adhere to all VMCCC policies and procedures.
- Perform other duties and responsibilities as assigned by TD or the CEO of the VMCCC.
- High flexibility in schedule changes and adaptability to minimal notice of schedule change due to changes circumstances.
- Advise on CPH and system upgrades and capital improvement projects.
- Ability to work independently and/or direct large groups of people.
- Professionalism in high paced, fluctuating needs environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A seasoned experienced employee must be able to complete all tasks independently with minimal supervisory direction.

Education and/or Experience:

High School Diploma or GED equivalent required. Computer skills to include office software, custom business software, software used in operations of CPH. Knowledge of basic stage operations, stage directions, electrical systems, sound systems, stage lighting, video systems, fly rail operations, etc. and perform with minimal supervision. Road Hog 4, Soundcraft, ETC software, video and audio software editing, basic networking, general carpentry, metal work, basic sewing, rigging maintenance, general building maintenance, painting, power tool operation, and basic cleaning skills are preferred.

Language Skills:

Ability to read, analyze and interpret documents and to effectively present information to various audiences. Will be required to deal with the public in a professional manner.

Mathematical Skills:

Must be able to calculate figures, amounts, and apply geometry for analysis, tracking, and reports.

Reasoning Ability:

Ability to troubleshoot sound, lighting, networking, video, and fly rail systems with little notice. Ability to think through problems and address problems safely and promptly. High organizational and time management skills are encouraged.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may have to lift up to 100 pounds repeatedly; capable of kneeling, bending, balancing, work on uneven surfaces, climbing stairs, and lifting above head; wear proper attire and safety gear when needed; work variable hours, including weekends, evenings, and holidays; will have to work in warm and cold seasonal temperatures and all types of weather; work at varying heights such as grid, catwalks, man-lift, and depths of the facility; will have to be able to work around at times loud environments as well as areas of both bright lighting and complete darkness. Ability to operate basic power tools and work at various heights. Will be subjected to times of flashing lights, fog and haze, confetti, etc. Will need to work in physical close proximity to many other individuals to complete tasks. Endurance to work more than eight hours in a work call and varying hours of work calls.

The Veterans Memorial Civic & Convention Center gives a preference in hiring to honorably discharged veterans of the United States Armed Forces.

EMPLOYEE:

The above job description accurately reflects the current duties and responsibilities assigned to my position. By signing this, I agree to perform all of the duties and responsibilities as outlined.

EMPLOYEE SIGNATURE/DATE

CEO SIGNATURE/DATE