



CITY OF REDONDO BEACH
invites applications for the position of:

Theatre Technician/Assistant Technical Director (Part-Time)

SALARY: \$10.50 - \$50.00 Hourly

OPENING DATE: 10/16/17

CLOSING DATE: Continuous

DEFINITION:



Under general direction of the Cultural Arts Manager, this position is accountable as a team member of the Community Services department to achieve results in support of the City's mission, goals, policies, and objectives. The Theater Technician/Assistant Technical Director will work directly with the Technical Director on organizing and implementing technical operations, general maintenance and upkeep of the facility and equipment as required, and leadership of technical staff as needed at the Redondo Beach Performing Arts Center. This position is part-time, as needed, to support the robust event schedule at the Performing Arts Center.

Please include professional references with your application, either as an attached file or in the fields provided in the online application.

Note: This is a non-benefitted, part-time, at-will position. This is a continuous recruitment and may close at any time, with or without notice. Prompt application is encouraged. Only those applicants selected for follow-up will receive further notification.

EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS:

The Theater Technician/Assistant Technical Director position at the Redondo Beach Performing Arts Center requires specialty in at least one of the following areas, and general knowledge of all: Lighting, Audio, and Fly Rail/Rigging. Duties may include but are not limited to the following:

- Internal technical and house staff scheduling
- Advanced production work and communication with external clientele
- Supervise building maintenance
- Provide general knowledge of stage carpentry/scenic operations
- Provide general supervision and leadership for part-time technical staff
- Maintain theatrical equipment and systems
- Hang and focus lighting instruments
- Set up and tear down orchestra pit cover
- Run microphone cables, backline, and assist with sound check
- Assist with rigging of curtains and scenery
- Move furniture to and from storage areas
- Maintain/paint stage floor
- Hang, strike, and store soft goods and curtains
- Perform other related duties as required

MINIMUM QUALIFICATIONS:

Qualified Applicants should possess:

Knowledge of: Materials, equipment, regulations, principles, procedures and safe practices necessary to perform the required duties including, but not limited to technical theater and stage management techniques including: lighting and sound designs, stage sets, drawings and rigging, current theater equipment and systems; theater safety rules and practices; personal computer skills; applicable sections of Federal, State and local laws and codes.

The ability to: Meet the physical employment standards; use various types of technical theater equipment safely and effectively; work variable hours to organize and lead complex technical theater productions under stress and with pressing deadlines; perform work requiring some physical strength, dexterity and endurance; communicate effectively, both orally and in writing; communicate graciously with external clientele; establish and maintain effective working relationships with others.

Past professional experience in a theater setting is a must. A Bachelor's degree or higher in theater or a related field and 5+ years of experience is preferred.

SUPPLEMENTAL INFORMATION:

SELECTION PROCESS:

The selection process may include but is not limited to: application review and evaluation, written examination, performance test and interview. All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process, such as: reference check, background investigation, fingerprint criminal history check, post-offer drug test, post-offer psychological and post-offer medical examination, the cost of which will be borne by the City.

Candidates must fill out the employment application and supplemental questions completely and accurately. Incomplete applications, including references to "see resume", are considered incomplete and will be disqualified.

The City of Redondo Beach is an Equal Opportunity Employer. The City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least five (5) business days in advance of the test date.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.redondo.org/humanresources>

Position #17/18-00024
THEATRE TECHNICIAN/ASSISTANT TECHNICAL DIRECTOR (PART-TIME)
CA

415 Diamond Street
Redondo Beach, CA 90277
310-318-0659

human.resources@redondo.org

Theatre Technician/Assistant Technical Director (Part-Time) Supplemental Questionnaire

* 1. Please indicate your highest level of education.

- Some High School
- High School Graduate or GED Equivalent
- Some College or Community College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

* 2. How many years of experience do you have performing the duties similar to those of a Theatre Technician/Assistant Technical Director?

- Less than 1 year
- 1 to 2 years

- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 or more years

* 3. Please describe your professional experience in Lighting, Audio, and Fly Rail/Rigging. If this is not applicable, please indicate N/A.

* Required Question