Bemidji State University and Northwest Technical College invites
Applications for the position of:

Theatre Technician

AFSCME JOB POSTING

CLASSIFICATION: Theatre Tech (01122256)
OPENING DATE: November 19th, 2018
CLOSING DATE: December 11th, 2018
POSITION LOCATION: College of Arts, Education, and Humanities and College of Business, Technology and Communication
WORK DAYS & HOURS: This position is part-time (20 hours per week) and is dependent on production needs. Position will require occasional nights and weekends. (Unlimited Part-time)

POSITION PURPOSE
The theatre technician is to maintain a safe and orderly working environment and to establish appropriate use of scene shop equipment and the techniques of scenery construction, stage lighting, and theatre rigging including safe use of all tools. Stock is to be inventoried, maintained, stored, and cleaned. This position provides and stays within anticipated budget figures and labor expectations needed to complete designs and technical work as needed by working with designers and faculty to meet that budget.

The second primary responsibility of the theatre technician is accommodation of BSU functions, Bemidji Community Theatre functions, and other outside functions performed in the theatre spaces. The theatre technician is expected to be available for assistance and supervision of the use of the theatre spaces during functions.

PROBLEM SOLVING
The Theatre Technician position will utilize problem solving skills in the ability to
- Translate scale drawings, ground plans, elevations, 3-D models, light plots, story boards, to plan, implement, and execute full size scenic or lighting designs
- Read floor plans, models, sketches, elevations and decide on appropriate materials, construction plans, safe manufacture, and execution.
- Determine how to best construct scenery to accommodate the needs of the performers and designers.
- Hang and focus stage lighting, program and use a light board.
- Basic sound and board operation; basic audio mixing skills (to record music performances).
- Choose construction techniques that offer adequate safety protection for performers and crew.
- Maintain, clean, and store all scenic materials, tools, stock, lighting equipment, properties, and sound equipment.
- Develop an inventory and check-out system for all rented or loaned materials, tools, stock, lighting, and sound equipment.
- Create a system to ensure safe return of rented or loaned materials, tools, stock, lighting, and sound equipment.
- Establish a calendar rotation to coordinate all groups who use the shop and stage areas.
- Maintain all network security requirements.
- Monitor and report transmission outage.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Maintain a safe and orderly working environment in the scene shops, light shop, and theatre spaces by supervising
every project in this environment and maintaining training logs and inspections. Work and time efficiency must be maintained in order to provide organized services. Maintain Material Safety Data Sheets for all products in use, per OSHA Standards as well as providing OSHA “Right to Know” safety training standards. Work with the Physical Plant Manager to schedule ETCP certified inspections as required and provide work direction to all crews and projects.

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2. Maintain stocked shops, with all needed academic supplies, maintain equipment, and create request for purchases for materials for completion of each show or project as needed. Ensure the upkeep and storage of all scenic, lighting, and sound elements during any show and after it closes. Purchases must be authorized and routed through College of Arts, Education, and Humanities purchasing agent.

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3. Perform other duties as assigned to ensure the smooth functioning of the shop spaces, theatre spaces, and maintain the reputation of the organization.

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Minimum Qualifications**

- Two years of experience in scenic design and construction, scenery preparation and rigging, and lighting OR a bachelor’s degree in theatre arts with a concentration in technical theatre and demonstrated skills, which may substitute for the experience requirement.
- Knowledge of professional procedures and practices used by theatre arts practitioners; occupational practices of the theatre and its machinery and equipment; standard practices used in the construction of stage scenery, furniture, and properties; conventional methods of mounting and rigging stage scenery; the characteristics of common materials used in scenic construction (e.g. lumber, muslin, metal, plastics, paint).
- Ability to read working drawings, front elevations, ground plans, and shift plans; supervise skilled and unskilled helpers; perform routine maintenance and repair of stage lighting equipment; operate recording and playback equipment.

**Preferred Qualifications**

- Experience in lighting design, hanging, focusing, and maintaining a light plot; maintenance of lamps and lighting equipment
- Experience in sound design, cabling, running sound, audio recording, maintaining sound equipment
- Experience executing safety procedures involved in working with stage machinery, shop tools, lighting instruments, rigging, caustic chemicals
- Experience with scene painting
- Experience working with theatre-related computer software (such as CAD, Vectorworks, Theatre Design Pro, or similar programs)
- Stage management experience
- Costume design and/or construction experience
- Experience managing a complex production budget
- Knowledge of Minnesota Right Know OSHA rules
- Demonstrate a knowledge of and interest in diverse cultures and populations

**PHYSICAL FACTORS:**

**Constant:** sitting, color vision, depth perception, midrange and near vision, hearing and talking

**Frequent:** fine manipulating, repetitive arm motion, simple grasp and standing, lifting 20 - 50 pounds

**Occasional:** squatting, walking, far vision and field of vision, climbing ladders, lifting 50+ pounds

**APPLICATION INFORMATION:**


If you are unable to apply online, please contact the job information line at 651.259.3637. For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)
If you have questions about the position, contact Dr. Jim Barta, Dean of the College of Arts, Education, and Humanities and Search Committee Chair: Jim.Barta@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.