Bemidji State University invites applications for the position of:

Technician of Theatre and Technology, Art & Design (TAD) Spaces

AFSCME JOB POSTING

CLASSIFICATION: Theatre Technician (PCN 01112810)

OPENING DATE: March 16, 2020

CLOSING DATE: Tuesday, April 14, 2020 at 11:59 p.m.

Review of applications will begin on April 1st

POSITION LOCATION: Music Department and Technology, Art & Design Department

WORK DAYS & HOURS: Unlimited full-time position; will work approximately 50% with the Music Department and 50% with the TAD Department

POSITION PURPOSE
This technician position is structured to support faculty and students in on-going activities in both the Technology, Art & Design (TAD) and Bemidji State University Music Department (including theatre production) in an approximately 50/50 split. Responsible for safety compliance within TAD labs, the theatre spaces and associated lighting and scene shops. Maintain a safe and orderly working environment within these listed spaces. Maintain associated equipment, tools, and materials within these listed spaces. Maintain, hang, and focus lighting equipment in the theatres. Supervise students in the safe and responsible use of listed spaces and equipment, including stage lighting, set construction, and TAD laboratory equipment. Ability to work a flexible schedule (some nights, evenings, and weekends will be required).

PRINCIPLE RESPONSIBILITIES AND RESULTS
1. Monitor compliance with safety protocol to include:
   a. Maintain a safe, orderly, and secure working environment in the TAD labs, the theatre spaces and associated lighting and scene shops;
   b. Monitor use of safety equipment and personal protective devices;
   c. Engage in safe work practices and continuing training in accordance with OSHA standards;
   d. Ensure all students who use equipment are properly trained to do so;
   e. Communicate with supervisors when safety policies are disregarded.
   Percent of Time: 25%

2. Maintenance of tools, equipment, and stock in the TAD labs, the theatre spaces and associated lighting and scene shops:
   a. Stage lighting equipment and tools;
   b. Woodworking/carpentry equipment and tools;
   c. Metal working equipment and tools;
   d. Welding equipment and tools;
   e. Casting equipment and tools;
   f. Paint lab equipment and tools;
g. Model lab equipment and tools;
h. CNC equipment and tools;
i. Computer lab spaces (acting as liaison between TAD and the Information Technology department);
j. Availability of software for all digital processing and printing equipment.

**Percent of Time: 25%**

3. Maintain stock and consumables in the TAD labs, the theatre spaces and associated lighting and scene shops:
   a. Monitor TAD lab consumables to maintain appropriate levels of supplies;
   b. Maintain stocked scenic and lighting shops with all needed supplies to function safely;
   c. Manage purchases (within a given budget) of supplies for individual music and theatre productions;
   d. Ensure organization of all listed spaces.

**Percent of Time: 25%**

4. Serve as technical director and lighting/scene shop manager for BSU Music and theatre productions.
   a. Plan and supervise lighting and scenic construction for Music and theatre productions;
   b. Supervise load-in and strike and ensure that lighting equipment and scene stock is properly stored at the close of a production;
   c. Ensure the upkeep and storage of all scenic and lighting elements during any production or project.

**Percent of Time: 25%**

**MINIMUM QUALIFICATIONS:** (To facilitate proper crediting, please ensure that your application / resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Either a bachelor’s degree or equivalent experience in stage lighting and technical theatre OR a bachelor’s degree or equivalent experience in a technology or design related field.
- Demonstrated experience or willingness to learn the aforementioned Technology, Art, & Design (TAD) lab technology, processing equipment, and software.
- Demonstrated experience or willingness to learn standard practices of theatre lighting and all associated safety and maintenance procedures.
- Ability to supervise skilled and unskilled workers, and provide work direction to others.
- Knowledge of or willingness to learn applicable OSHA standards and/or other applicable safety guidelines or policies.

**PREFERRED QUALIFICATIONS**

- Scenic, lighting, or sound design experience.
- Ability to read working drawings, light plots, front elevations, floor plans, and shift plans.
- Demonstrated experience or willingness to learn CAD and other complex computer software programs including, but not limited to, Adobe Suite, Autodesk Suite, Solidworks, VCarve.
- Demonstrated experience in self-directed work.
- Demonstrate a knowledge of and interest in diverse cultures and populations.

**ENVIRONMENTAL CONDITIONS**

**More than 20% of the time:** Noise.

**Less than 20% of the time:** Electric shock; moving mechanical parts; toxic or caustic chemicals.
PHYSICAL FACTORS

**Frequent:** Pushing; reaching; simple grasp; depth perception; field of vision; near and midrange vision; and visual accommodation.

**Occasional:** Balancing; carrying; climbing; crawling; fine manipulating; firm grasp; kneeling; lifting above shoulder; lifting above waist to chest; lifting below waist; pulling; reclining; repetitive arm motion; squatting; sitting; standing; stooping; twisting/pivoting; walking; color vision; hearing.

**Constant:** Sense of touch.

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 general questions about this posting or submitting an internal bid or application, contact Teresa Hanson, at [teresa.hanson@bemidjistate.edu](mailto:teresa.hanson@bemidjistate.edu).

If you have questions about the position, contact David Towley at [David.Towley@bemidjistate.edu](mailto:David.Towley@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 (MnState) 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.*

UNIVERSITY / COMMUNITY

WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while
national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: [http://www.bemidjistate.edu](http://www.bemidjistate.edu)

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](http://www.bemidjistate.edu/bemidji-2.0).

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