



## **Performing Arts Center A/V Technician**

Under general supervision of the Chair of the Theatre Arts Department, this position will organize and supervise all technical and audio/visual activities in a high school theater; perform a variety of technical tasks related to the preparation for and production of events; provide audio/visual support across the campus; and perform related tasks as assigned.

**Reports to:** Chair of Theatre Arts Department

### **Responsibilities may include, but are not limited to:**

- Design lights, sound, and projections for theatrical productions, concerts, assemblies, and other performances.
- Provide audio/visual support in the theater and other campus facilities as requested.
- Board operation (light and sound).
- Audio systems testing (board operation, microphones, playback systems).
- Supervise and train high school students in technical theater practices.
- Ensure safe production activities.
- Rigging (permanent counterweight systems as well as temporary rigging) and light hanging.
- Electrical systems (dimmers, company switches), temporary setups, available power.
- Create user guides for these systems and provide training to those individuals responsible for the space at the building level as well as student crews. Training would be repeated each year.

This job description in no way states or implies that these are the only duties to be performed by an employee in this position. Employees are required to follow other job-related instructions and to perform other job-related duties requested by those authorized to give instructions or assignments.

### **Qualifications:**

- Experience in staging productions and working with theater sound, lighting, and rigging.
- A Bachelor's degree in a related field is preferred, but not required.
- Demonstrated ability to establish and maintain cooperative working relationships.
- Knowledge of:
  - Principles and practices of audio, lighting, theatrical set design, and production;
  - Theater house management.



- Theater maintenance and safety operations.
- Computer knowledge and operational skills including, but not limited to, PowerPoint, Keynote, Google Apps, GarageBand, Adobe Suite, etc.
- Audio/visual projection and presentation support.
- The ability to work productively in a lightly supervised position

### **Physical Requirements and Work Environment:**

While performing the duties of this position, the employee is frequently required to reach with hands and arms; climb or balance; and, stoop, kneel, crouch, or crawl. The employee is occasionally required to stand, walk, sit, use hands to feel, handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move up to 50 pounds. This statement in no way implies that these are the only physical or work environment requirements with the position.

To apply for the position, please [complete and submit our online employment application](#). You will be asked to attach a cover letter, a current resume, and the names and contact information for three professional references.

If you have any questions, please contact John Aimé, Assistant Head of School, at [employment@santacatalina.org](mailto:employment@santacatalina.org).

In accordance with applicable laws, Santa Catalina School is an equal opportunity employer.