



UNIVERSITY *of* WASHINGTON

OFFICE OF MINORITY AFFAIRS & DIVERSITY

Samuel E. Kelly Ethnic Cultural Center

STUDENT TECHNICAL COORDINATOR

JOB DESCRIPTION

\$11.00/HOUR, ONE YEAR COMMITMENT REQUIRED (September 2015 - June 2016)

Description of Theatre Facility

The Kelly Ethnic Cultural Center's theatre is a multi-purpose theatre space open to student organizations and individuals, UW departments and programs and off-campus community organizations. The theatre accommodates theatrical performances, music, dance, film screenings, class presentations, lectures and symposiums, and other performing arts events.

Duties and Responsibilities

The Kelly Ethnic Cultural Center (ECC) **Student Technical Coordinator** position will become the intermediary between the reservations office and theatre, assisting with reservations coordination and preparation of the theatre for events. The Technical Coordinator will collaborate with the Program Coordinator, Operations and Facilities to create a comprehensive operational infrastructure for the Kelly Ethnic Cultural Center's theatre, including event coordination, theatrical lighting design, routine maintenance and client relations. The Technical Coordinator will also be required to work some events scheduled in the theatre and perform some duties of a theatre technician.

The Technical Coordinator position will consist of **19.5 regularly scheduled hours** each week, which may include work in the morning, afternoon or evening, based on the needs of the reservations office and the student's academic schedule, and will include occasional weekend work. This position will also assist the Program Coordinator with special projects and specialized work in a community theatre setting.

Duties Include:

- Consult with renters and Program Coordinator on event technical needs and make decisions based on consultations
- Act as liaison between reservations office and theatre clients to assess client needs in regards to lighting, equipment and event needs
- Operate all equipment in the theatre: audiovisual, lighting, HVAC, Alarm system
- Perform regularly scheduled maintenance of theatre equipment including lighting instruments, audiovisual equipment and facility
- Re-hanging and re-focusing theatre lighting, clean instruments

- Assist with theatre upkeep: painting stage, dusting equipment, cleaning and organizing materials, assisting Program Coordinator with surplus and acquisition of items to support the operation of the theatre
- Work cooperatively with clients and with other ECC and theatre staff
- Report any theatre needs or concerns to Program Coordinator, work with Program Coordinator to resolve technical or operational issues
- Meet regularly with Program Coordinator to discuss ongoing operational needs, communicate with other ECC staff about upcoming events and customer requests
- Assist with the processing of reservation requests, oversee technician and theatre schedule and evaluate client needs
- Assist Program Coordinator with feasibility studies and theatre operations assessment
- Operate theatre for one-time and recurring events (concerts, theatre, lectures, etc)
- Performs the duties of Student Theatre Technicians
- Other duties as assigned by supervisor related to the operation of the office, including special projects

Minimum Qualifications Required

- Ability to work 19.5 hours per week, including some evenings and weekends
- Ability to attend mandatory ECC staff training, and some events and programs that may be outside of regular work schedule
- Ability to multi-task and perform multiple actions simultaneously with interruptions
- Flexibility in work schedule (but not conflicting with scholastic schedules)
- Reliability; must show up **on time** for events to open the theatre for clients and may work without direct supervision
- Ability to work independently and with others
- Ability to think and act quickly in an active environment
- Knowledge of:
 1. Theatre lighting systems, design concepts, light board programming, rigging
 2. Audiovisual systems including data projectors, video and laptop signals, presentation software and other media equipment
 3. Sound systems, proper equipment handling and equipment troubleshooting
 4. Maintenance procedures, theatre operations and facility coordination
- Strong customer service orientation and professional demeanor
- Ability and interest in working with a diverse array of individuals and groups in a variety of multicultural environments
- Use of UW Google Apps and Google Calendar will be required; prior use or knowledge preferred but not required.
- Ability to move and climb ladders
- Ability to lift 40-50 lbs and carry 15-25 lbs
- Previous collaboration with ECC staff or ECC Theatre experience and/or some knowledge of ECC philosophy preferred

Reports to: ECC Operations and Facilities Coordinator

Educational Benefits

The ECC's Technical Coordinator will have the opportunity to develop a comprehensive understanding of the policies and practices of an operational community theatre, gain an insight of event and programming needs, and will gain experience working with technology and audiovisual systems in a fast-paced environment. The Technical Coordinator will be able to work with students, organizations and local and touring artists and gain scheduling and event coordination skills in a multicultural environment.