



UNIVERSITY *of* WASHINGTON

OFFICE OF MINORITY AFFAIRS & DIVERSITY

Samuel E. Kelly Ethnic Cultural Center

STUDENT THEATRE TECHNICIAN JOB DESCRIPTION

\$10.50/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 Theatre Technician** position is a critically important element in the operation of the Kelly Ethnic Cultural Center's theatre. Theatre technicians are responsible for overseeing all on-site aspects of an event and will obtain a comprehensive knowledge of Ethnic Cultural Center and Theatre facilities and operations in order to communicate with and assist renters, performers and visitors interested in ECC resources, facilities and theatrical/event capabilities.

Theatre technician work hours are **not consistent** from week to week—technician schedules are based on theatre reservations and rented hours; however, there are often opportunities to gain hours through regularly scheduled theatre maintenance, training and working in the ECC building. The ECC maintains flexibility towards your academic schedules, provides technicians the opportunity to create their own schedules and work hours are scheduled a minimum of two weeks in advance.

How to apply: Interested applicants must submit a hard-copy of their resume and cover letter to the Ethnic Cultural Center's front desk.

Duties Include:

- Work with the Operations and Facilities Coordinator (OFC) for event and scheduling hours per month
- Collaborate with OFC and Student Theatre Coordinator to prepare for upcoming events and understand client needs
- Operate all equipment in the theatre: audiovisual, lighting, HVAC, Alarm system
- Contribute hours towards regularly scheduled maintenance and cleaning of theatre facilities and equipment
- Gain awareness of public safety, crowd management, fire codes, safety hazards and

how to prevent and/or manage potential safety issues for yourself and others

- Occasionally re-hanging and re-focusing theatre lighting
- Work cooperatively with clients and with other ECC and Theatre staff
- Clean up trash and sweep stage before and after events
- Put away equipment at end of night; close building & set alarm
- Report any theatre needs or concerns to OFC, submit event reports after each event
- Attend quarterly student staff meetings and as arranged by the supervisor
- Other duties as assigned by supervisor related to the operation of the office, including special projects

Minimum Qualifications Required

- Ability to work evenings and weekends a must
 - Ability to attend mandatory ECC staff training, and some events and programs that may be outside of regular work schedule
 - Ability to set own schedule and adhere to all student employment regulations
 - Flexibility in work schedule (but not conflicting with scholastic schedules)
 - Some minimum weekly hours may be required during peak theatre usage
 - Reliability; must show up **on time** for events to open the theatre for clients and work without direct supervision
 - Ability to work independently and with others
 - Ability to think and act quickly in an active environment
 - Ability to multi-task and perform multiple actions simultaneously with interruptions
 - Flexibility to work with limited or ambiguous details before events
 - Knowledge of or aptitude for learning quickly:
1. Theatre lighting systems, design concepts, light board programming, presentation software programs, troubleshooting
 2. Audiovisual systems including data projectors, video and laptop signals, sound systems, proper equipment handling, equipment troubleshooting
 3. Maintenance procedures, theatre operations and facility coordination
 - Strong customer service orientation and professional demeanor
 - Flexibility, speed and accuracy in equipment and stage set-up.
 - Ability to move and climb ladders.
 - Ability to lift 40-50 lbs and carry 15-25 lbs.
 - Use of UW Google Apps and Google Calendar will be required; prior use or knowledge preferred but not required.
 - Desire to work in a multicultural environment, working with a variety of individuals and organizations
 - Some knowledge of ECC operations, philosophy and purpose preferred

Reports to: Coordinator, Theatre and Operations

Educational Benefits

The Theatre Technician will have the opportunity to develop problem-solving and troubleshooting skills, as well as technical skills in lighting and audiovisual systems that are transferable to many other venues and organizations. Technicians will be able to work with students, organizations and local or touring artists. Technicians will also gain event management skills and leadership skills in a multicultural environment.