

STUDENT THEATER TECHNICIAN

Job Description

\$16.00/HOUR – ONE YEAR COMMITMENT REQUIRED – 19.5 HOURS PER WEEK
(September 2019 - June 2020)

The Kelly Ethnic Cultural Center & Theater

In support of the University of Washington goals, the Kelly Ethnic Cultural Center (Kelly ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Kelly ECC provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

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

Duties and Responsibilities

The Kelly ECC **Student Theater Technician** position is a critically important element in the operation of the Kelly ECC's theater. Student Theater Technicians are responsible for overseeing all on-site aspects of an event and will obtain a comprehensive knowledge of Kelly ECC and Theater facilities and operations in order to communicate with and assist renters, performers and visitors interested in Kelly ECC resources, facilities and theatrical/event capabilities.

Student Theater technician work hours are **not consistent** from week to week—technician schedules are based on theater reservations and rented hours; however, there are often opportunities to gain hours through regularly scheduled theater maintenance, training and working in the Kelly ECC building. The Kelly 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.

Duties Include:

- Work with the Assistant Director and Student Theater Coordinator for event and scheduling hours per month
- Collaborate with Assistant Director and Student Theater Coordinator to prepare for upcoming events and understand client needs
- Operate all equipment in the theater: audiovisual, lighting, HVAC, Alarm system
- Contribute hours towards regularly scheduled maintenance and cleaning of theater 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 theater lighting
- Work cooperatively with clients and with other Kelly ECC and Theater staff
- Clean up trash and sweep stage before and after events
- Put away equipment at end of night; close building & set alarm
- Report any theater needs or concerns to Assistant Director, 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 Kelly 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 theater usage
- Reliability; must show up **on time** for events to open the theater 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. Theater 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, theater 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 Kelly ECC operations, philosophy and purpose preferred

Reports to: Assistant Director

Educational Benefits

The Student Theater Technician will have the opportunity to develop critical-thinking and problem solving skills, enhance customer service abilities and become familiar with a broad range of software programs and audiovisual equipment. This person will also be able to develop organizational, managerial, logistical and

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communication skills by interacting with students, staff, and faculty, and the general public in a multicultural environment.

To Apply:

Each applicant must submit an application, a letter of interest, and resume. Applicants will be screened and interviews will be conducted by the Kelly ECC staff. The letter of interest should include why the applicant is interested in the position; provide examples that support and address the applicant's experiences and/or goals that have led them to this opportunity and provide specific examples from their current and/or previous activities (employment, life experiences, coursework, volunteer, teaching experience, etc.).

Send all application material to Leyla Salmassi, eccfisc@uw.edu, or drop them off at the Samuel E. Kelly Ethnic Cultural Center: 3931 Brooklyn Ave NE, Seattle, WA 98105

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations. The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.

The Samuel E. Kelly Ethnic Cultural Center values having an inclusive workplace that encourages and highlights diversity of thoughts, experiences and staff. We seek applicants with varied backgrounds, experiences, abilities and skills to join our team. We encourage all aspects of diverse applicants to apply. The University of Washington is an equal opportunity, affirmative action employer.

For information or to request disability accommodation contact:

Disabled Students Services (Seattle campus) at Phone: 206-543-6450, Fax: 206-685-7264 or e-mail at dso@uw.edu. You can also visit the site at <http://hr.uw.edu/dso/>.