

## **POSITION DESCRIPTION**

### **WARTBURG COLLEGE**

#### **Title of Position: Christmas with Wartburg Facilitator**

Preparation Date: October 2022

#### **Function of Position:**

This position reports to the Production Manager/Technical Director and facilitates the up-rigging, the extended video design system, loading in and out of the road shows and rentals, as well as assisting with other tasks related to Christmas with Wartburg. This is a temporary part-time position (average 30 hrs/week for 2 month).

#### **Principal Duties and Responsibilities:**

1. Staging Load Out: Oversee the loading of the Staging Truck (truck 2) with the rental and choir room staging used in Des Moines. Facilitating the Load-In and Out of Neumann Auditorium for the Des Moines Road Show, as well as the Restore in Neumann Auditorium.
2. Video: Oversee the new system set up and train student workers in its usage.
3. Des Moines Production Assistant: Coordination of the translation of staging, performers, lighting, and video to a unique configuration used exclusively in Des Moines.
4. Rental Facilitator: Create a photo verified inventory of rental gear and ensure its correct packing and shipping
5. Rehearsal Assistant: Document notes for the tech staff, including video film and audio recording staff. Provide constructive feedback to ensure smooth rehearsals and the cleanest takes for the recorded productions.
6. Assorted Christmas with Wartburg Tasks: Assist with other CWW related assorted tasks as needed by the Production Manager, i.e. Filling in for sick/absent tech staff during the run of the production.

#### **Minimum Qualifications:**

- Bachelor's of Theatre or 3 years production experience
- Experience with theatrical lighting
- Experience with counterweight rigging preferred

#### **Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups