

POSITION DESCRIPTION

WARTBURG COLLEGE

Title of Position: Assistant Technical Director

Preparation Date: February 2023

Function of Position:

This position reports to the Production Manager/Technical Director and assists with managing events and spaces, including lighting, sound, video, staging and other needs in Neumann Auditorium, McCaskey Lyceum, and other non-classroom campus locations. This is an administrative position with a significant number of variable hours, based on event schedules frequently evening and weekend work during the academic year and summer. This is a full-time position (12 month).

Principal Duties and Responsibilities:

- Serve as technical director for assigned events in the campus performance spaces (Neumann Auditorium, McCaskey Lyceum and other campus locations) providing leadership and direction for staging, rigging, light, sound reinforcement, video, set up, tear down, and storage of all equipment. 45%
- Serve as lighting, sound designer, video designer, and or stage manager for in-house performances overseeing all technical aspects of the production process from formulation through execution. 15%
- Work with the Production Manager/Technical Director and Campus Events Coordinator to effectively schedule the performance spaces to ensure effective use of the physical space as well as human and technical resources. 20%
- Ensure that all sound, video, and light equipment used in the performance spaces, ballrooms, Chapel and athletic venues are kept in good repair. Perform necessary repairs/replacements or send out to appropriate service center. 15%
- Maintain an inventory of all technical gear (sound reinforcement, lighting, video projection, rigging, etc.) used in the performance spaces, ballrooms, Chapel and athletic venues and ensure that all are kept in good repair. Perform necessary repairs or send out to appropriate service center. 5%

Minimum Qualifications:

- Either a Bachelor's degree in Theatre or two years of experience working in theater production, lighting and sound
- Ability to manage a theatre production using industry standard practices
- Ability to plan for and manage multiple concurrent events
- Knowledge and training in theatrical rigging systems including (batten - counter weight and arena) preferred
- Evening and weekend work during both the academic year and the summer is required
- Knowledge of audio systems and electrical circuitry, including the ability to solder and make other standard repair 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. See 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