



## **EDMONDS CENTER FOR THE ARTS/ EDMONDS PUBLIC FACILITIES DISTRICT**

<b>POSITION:</b>	<b>TECH LEAD</b>
<b>EMPLOYMENT STATUS:</b>	Full-Time, Variable Schedule, Non-Exempt
<b>REPORTS TO:</b>	Production Manager
<b>SALARY RANGE:</b>	<b>Starting Salary: \$54,000-\$59,000</b> <b>Position Range: \$54,000-\$68,000</b>
<b>BENEFITS:</b>	This position is eligible for a competitive package including: <ul style="list-style-type: none"><li>• Medical, Dental, Vision benefits available.</li><li>• Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan.</li><li>• Company paid LTD and Life Insurance, with option to enroll in voluntary plans.</li><li>• Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 12 paid holidays per year.</li></ul>

### **JOB SUMMARY:**

Serving as a key technical staff member in the operation of an historic performing arts facility in downtown Edmonds, the Tech Lead under the direction of the Production Manager, supervises stage labor and works collaboratively and positively with renters and presented artists to facilitate performance requirements.

The Tech Lead is the on-stage technical resource for artists and clients and responds to a wide range of requests. This work also includes load-ins, installation and loadouts and oversee maintenance of the theatre systems and equipment.

Employees at EPFD/ECA are committed to inclusion, diversity, equity, and accessibility and strive to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

### **PRIMARY DUTIES & RESPONSIBILITIES:**

#### **Administrative**

- Assist Production Manager (PM) with advancing the production requirements as assigned for approximately 130 presented and hosted events annually.
- Assist PM with scheduling and preparing appropriate resources, staff, and vendors to support all theatre and special event presentations.
- Regularly report to Production Manager and to the accounting department all credit card receipts, check requests, vendor invoices, and other applicable financial records.
- Assist with providing recommendations for long-term capital improvements to enhance and better utilize theatre systems.
- Provide recommendations for system upgrades and purchases.
- Attend various staff and administrative meetings.

- In partnership with PM, promote, monitor, and manage excellent customer service from all technical staff.
- In partnership with the Production Manager and the Safety Committee, maintain a safe theatre environment for performers, crew, and audience members.
- In collaboration with Executive Leadership and Facilities, work directly with integrators in systems design and facility upgrades.
- Other duties as assigned.

### **Personnel**

- Develop, supervise, train, and evaluate a list of qualified in-house and on-call technicians under the direction of and in collaboration with the Production Manager.
- In partnership with the Production Manager, train and supervise touring or visiting technicians on ECA equipment and systems, as required.

### **Customer Service**

- In collaboration with the Rentals & Hosting Department, works closely with hosted event clients to facilitate performance requirements.
- Maintain good working relationship with local vendors and other organizations that provide additional services to the theater.
- Assist artists or clients on-stage and backstage with performance requirements and comfort issues including artist hospitality when needed.

### **Stage Work**

- Serve as key technical liaison between the theater and hosted/presented artists.
- As assigned, oversee all aspects of load-in, performance and load-out for all ECA hosted/presented artists.
- Supervise the setup, operation, and restoration of lighting, sound, video, rigging, and stage systems for rehearsals and performances.
- Assist other production team with maintaining all theatre systems, sound, lighting, and equipment.
- Install operate and maintain production network-based systems, concert sound system, broadcast video system, production network-based systems and associated background sub-systems.
- Operate and configure production scale network systems including switches, routers, firewalls, access points and patch bays.
- Operate Front of House and/or Monitor consoles, Video Switchers, setup and configure projectors and other displays.
- Participate in the overall maintenance and repair of stage facilities and equipment. Support the maintenance of facilities outside of the stage as needed and as available.
- In collaboration with the production team, purchase, stock and organize storage of theater consumables, equipment, and supplies.
- May fill a variety of crew positions, best suited to the needs of each event and other staffing.
- Work with other departments to support events as needed.
- Other stagehand duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent management, communication, and interpersonal skills, including ability to work effectively with various departments, external partners, and diverse teams.
- Working knowledge of techniques, methods and procedures of theatre, dance, and music productions and presentations.
- Technical skills in the areas of sound engineering, lighting, video, rigging and carpentry.
- Knowledge of streaming events and associated equipment.
- Excellent attention to detail and time management skills.
- Ability to problem solve creatively.
- Inherent comfort level for quickly adapting to changing environments.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiency.
- Ability to create and implement systems for process improvement.
- Ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- An ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- Excellent computer skills including MS Office.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Bachelor's Degree or equivalent education and experience required.
- Minimum 2-3 years professional experience with a combination of concert, theatrical and special event production.
- Two years in a professional theater environment working in a specialized area; Sound, Lights, Grip.
- Proven knowledge of concert and theatrical sound and lighting reinforcement systems.
- Experience with varying musical genres and theatrical sound, lighting, and video.
- Experience with sound and lighting consoles.
- Sound and lighting system troubleshooting capabilities.
- Understand complex signal flow in digital routing and analog patching.
- Understand IT networking and associated hardware- programming network switches & routers and IP structure and organization.
- Understanding of how concert production systems connect.

**WORKING CONDITIONS:**

Position will also require daytime as well as many evening and weekend hours including, at times, additional hours beyond a standard 40-hour work week.

- Must be able to work an irregular schedule, reliable transportation.
- Must be able to bend, climb stairs, and continuously stand or walk for extended periods.
- Heavy lifting, working on catwalks, ladders, and lifts, and working with electrical equipment are common requirements.
- Ability to work more than 8 hours in a single shift.
- Periods of remaining in a stationary position in an office setting and operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Regularly must be able to lift up to 50 lbs. at a time, up to occasionally 75 lbs.