

EDMONDS CENTER FOR THE ARTS / EDMONDS PUBLIC FACILITIES DISTRICT

POSITION: Tech Lead

EMPLOYMENT STATUS: Permanent, Full-Time, Variable Hours (*up to 40 hours per week*), Non-Exempt

REPORTS TO: Production Manager

POSITION SALARY RANGE: \$29.68 per hour

This position is covered by EPFD/ECA's Collective Bargaining Agreement with IATSE 15.

BENEFITS: This position is eligible for a competitive package including:

Medical, Dental, Vision benefits available. • Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan. • Company paid LTD and Life Insurance, with option to enroll in voluntary plans. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA) • Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 14 paid holidays per year.

Position Summary:

The Tech Lead is a key member of the production team responsible for supporting the technical operations of Edmonds Center for the Arts. Under the direction of the Production Manager, the Tech Lead oversees stage labor and works collaboratively with renters, touring productions, and presented artists to ensure all technical and performance requirements are met. This position serves as the primary on-stage technical resource, providing hands-on support for lighting, audio, staging, A/V, and other production needs.

The Tech Lead participates in and supervises load-ins, installations, rehearsals, performances, and load-outs, ensuring safe, efficient, and professional execution of all technical activities. The role also assists in the maintenance and upkeep of the theatre's technical systems and equipment, contributing to the overall readiness and functionality of the venue.

A proactive, solutions-oriented approach—paired with a commitment to high production standards—ensures that artists, clients, and crew members have a safe, smooth, and positive experience throughout each event. Like all employees at EPFD/ECA, the Tech Lead is expected to work collaboratively with all team members and remain committed to EPFD/ECA's mission, goals, and values, while contributing to their continued growth and evolution.

A Tech Lead at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. An EPFD/ECA Tech Lead values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

Essential Functions

Administrative

- Assist the Production Manager in advancing production requirements for approximately 130 presented and hosted events each year, including attending event technical production meetings.
- Support scheduling and coordination of technical resources, staff, and vendors for all theatre and special events.
- Submit credit card receipts, invoices, check requests, and related financial documentation to the Production Manager and accounting.
- Provide input on long-term capital improvements, system upgrades, and equipment purchases.
- Attend staff and production meetings as required.
- In partnership with the Production Manager, promote and uphold excellent customer service standards among technical staff.
- Work with the Production Manager and Safety Committee to maintain a safe environment for performers, crew, and audiences.
- Collaborate with Executive Leadership and Facilities to support system design, integrations, and facility upgrades.
- Participate in other projects and 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.

Signature/Date

- In partnership with the Production Manager, train and supervise touring or visiting technicians on ECA equipment and systems, as required.

Customer Service.

- Maintain good working relationships with local vendors and other organizations that provide additional services to the theater.
- Assist artists or clients on stage and backstage with performance requirements.

Stage & Event Support

- 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.
- Support ECA employees with tasks as needed (e.g., setup and strike of VIP dinners and other events).
- Assist with other ECA events (e.g. KidStock, Gala) as necessary.
- Other stagehand duties as assigned.

PREFERRED 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.
- A strong commitment to safety and a thorough understanding of electrical safety protocols and practices.
- 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.
- Strong problem-solving skills to troubleshoot and address technical issues quickly and effectively.
- 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:

- 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.
- Working knowledge of theatrical lighting consoles (e.g., ETC EOS family), sound consoles (e.g., Yamaha CL/QL series), and video systems.
- Proficiency in reading and interpreting technical drawings.
- Dante certified level 1 & 2.

- Strong skills in drafting software such as AutoCAD or Vectorworks.
- Qualified theater electrician.
- 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.
- Knowledge of networking and video routing via Black Magic systems.
- A valid driver's license and acceptable driving record is required for those in positions that may operate company vehicles.
- Crowd Control Certification (within 30 days of hire)

WORKING CONDITIONS:

This position may have a moderate to high stress level associated with dealing with crowds of public visitors. The environment is mainly indoors, however position may be required to work outdoors and exposed to the elements (heat, rain, etc.). Potential hazards involving high places, working under structures such as lighting equipment and beams.

This is a full-time position; hours of work must be flexible and varied to meet the demands of the events of the facility. Must be able to work extended and/or irregular hours including day, nights, weekends, and holidays, as needed. Must have reliable transportation.

- Must be able to continuously stand or walk for extended periods.
- May require lifting, climbing, carrying, bending, stooping, squatting, and kneeling for extended periods of time.
- Ability to lift up to 50-pounds at a time, up to 75-pounds occasionally with or without assistance, while maintaining good balance.
- Working on catwalks, ladder, lifts, and working with electrical equipment are common requirements.
- Ability to work more than 8 hours in a single shift.
- Standard office environment for administrative tasks. Moderate-high level of movement around the venue, often at a quick pace. Periods of remaining in a stationary position in an office setting and operating a computer.
- Unexpected interruptions occur often, and stress level is moderate to high.
- Noise level is moderate to high.
- 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.

APPLICATION REQUIREMENTS:

Please send cover letter describing qualifications, resume, three references, completed EPFD/ECA Application Form and Voluntary EEO Survey (available for download at <https://www.edmondscenterforthearts.org/about/careers-at-eca/>) to careers@ec4arts.org OR to **Tech Lead**, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. No phone calls please.

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.