Lead Theatre Technician Level 2 (Provisional) – House Electrician

Theater Operations

Job ID: 13636
Job Title Name: Theater Technician Lead
Contract Title: Theater Technician Lead
Position Type: Regular/Full-Time
Closing Date: October 29, 2015
Compensation: $51,730

College Website: http://www.jjay.cuny.edu

GENERAL DUTIES
The Lead Theatre Technician is responsible for performing complex technical or oversight duties or supervising and coordinating other technical theatre crew related to specific production elements such as lighting/electrics, audio, carpentry, rigging, costumes/wardrobe, properties, and scenic artistry that are not a part of the instructional functions of an academic department. Employees in this title model professional and artistic standards and may function as an Assistant to the designated supervisor, assuming the duties of the supervisor in his/her absence. All personnel perform related work.

Level I

The Lead Theatre Technician works under general supervision reporting to the Director of the Theatre, Production Manager, Technical Director or designee, with a limited amount of independent initiative, judgment and independent decision making.

Level II

The Lead Theatre Technician works under general direction of the Director of the Theatre, Production Manager, Technical Director or designee with responsibility for utilizing initiative, judgment and some independent decision making.

- Participates in the planning and design of specific production areas such as lighting, sound, scenery, costumes and properties.

- Oversees, coordinates and/or participates in load in and strike of all sets, lighting, audio, costumes and props.

- Trains other technical crew in various production elements.

- Monitors and maintains stage safety, instructing crew in safety standards.

- Schedules and prioritizes technical theatre work in coordination with other Departments.

- Coordinates the requirements of various production elements such as lighting, audio, props, scenery, etc., with the production manager/technical director or designee.
- Informs supervisory personnel promptly of all problems.
- Executes and/or designs sound cues.
- Oversees and participates in the setup and operation of sound or acoustical equipment or systems.
- Oversees and participates in the hanging and focusing of lighting equipment including running lighting control boards.
- Designs and executes lighting cues.
- Functions as or oversees costumer, draper, clutter or wardrobe.
- Functions as or oversees properties coordinator, artisan or props master.
- Ensures the proper care and maintenance of house inventory and theatre related equipment using systems as determined by the college.
- Reads design plans and directs and/or performs the construction and or painting of scenic elements.
- Oversees and/or participates in the rigging, welding, setup, assembly and installation of scenic elements.
- Provides liaison between designers and technical crew.
- May order supplies and equipment.
- May prepare and submit work orders.
- May perform duties of the Theatre Technician and/or the Theatre Technician Specialist as required.

**CONTRACT TITLE**

Theatre Technician Lead

**FLSA**

Non-exempt

**CAMPUS SPECIFIC INFORMATION**

Reporting to Performing Arts Technical Manager the Lead Theater Technician will work as the Lead Electrician, overseeing the lighting department in theatrical spaces for John Jay College.

Campus specific duties include but not limited to:
- Repairing and maintaining all house owned lighting equipment.
- Hiring and training of overhead lighting personnel.
- Preparing all paperwork for incoming productions as well as maintaining paperwork for college events and house repertory lighting plot.
- Assist in planning all maintenance and facility upgrades.
- Working with clients to ensure a successful event.
- Ensuring that all work done in the theaters and support facilities is completed following all guidelines and policies of the Gerald W. Lynch Theater as interpreted by the Technical Supervisor.
- Enforce safety practices for the lighting department.
- Participate in planning of all load-ins and load-outs.
- Provide occasional lighting design support for events.

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate Center of the City University of New York. John Jay
College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings.

MINIMUM QUALIFICATIONS

At Level I:

1. A high school diploma or equivalent and five (5) years of full time experience with technical stage and theatre in one or more of the following production areas: set up, production and strike; lighting and electric; audio and sound; carpentry and rigging; costumes and wardrobe; properties; or scenic artistry. One (1) year of which must have been in a lead or supervisory capacity.

2. A combination of education and experience equivalent to number 1 above, however all candidates must possess one year of technical stage and theatre work experience in a lead or supervisory capacity.

At Level II:

1. To be appointed at level II, candidates must have one additional year of full time technical stage and theatre work experience as described in number 1 above, in a lead or supervisory capacity.

NOTE:

- Apprentice or intern experience on a technical stage/theatre crew is acceptable on an equivalent basis toward the qualifying work experience.

- College credits in a program major of Theatre Technology, Theatre/Drama or a closely related filed can be substituted for the general technical work experience with 60 college credits equal to one (1) year of work experience.

- A Master’s degree in Theatre/Drama or a closely related field can be substituted for up to two years of general technical theatre experience.

- At the time of recruitment the college can specify the specific areas of technical theatre experience required for the position.

- Due to the nature of theatrical/stage production schedules, employees in this title may be required to work any of the following; irregular schedules; extended days; evening, night or day hours; weekends and holidays.

OTHER QUALIFICATIONS

Preferred Qualifications:

- Computer skills with knowledge in networking, Excel, Word, Outlook, PowerPoint, Vectorworks and Light Wright.
- Familiarity with ETC lighting consoles and the ability to operate the college owned ETC Ion.
- Experience delivering outstanding customer service to clients

COMPENSATION

$51,730

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply please visit: www.jjay.cuny.edu/jobs. Once you have registered or logged in with your user name and password, upload your cover letter, resume, and the names and contact information of three professional references as one document.
CLOSING DATE
October 29, 2015

JOB SEARCH CATEGORY
CUNY Job Posting: Information Technology/Technical

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.