Job Vacancy Notice

Job Title: Assistant Technical Supervisor (Performing Arts Theatre Specialist)
Job ID: 13528
Location: John Jay College

Full/Part Time: Fulltime
Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Technical Supervisor, the Assistant Technical Supervisor is responsible for advance planning for both internal and external clients in the Gerald W. Lynch Theater and related venues on campus.

In conjunction with the Title Overview below, the Position Details for the Assistant Technical Supervisor shall be to:

- Manage and execute events in the Gerald W. Lynch Theater and related venues.
- Provide support and planning for on-going maintenance and upgrading of facilities.
- Oversees safety practices for all crew activities.
- Provide departmental human resources support for crew including processing payroll and on-boarding of new crew member.
- Occasionally serve as a stage manager for small events.
- Assist with student productions in the Gerald W. Lynch Theater and related venues.
- Directly supervise IATSE crews in the Gerald W. Lynch theater and related venues.
- Serve as a client contact for scheduling and staffing of technical personnel in advance of and during events.
- In the absence of the Technical Supervisor, supervise the House technical crew and over hire stagehands.
- Work on the weekends, evenings, and holidays will be required.

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 School 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. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

- General technical theater knowledge.
- Strong customer service skills when working with clients with varying levels of experience.
- Proven excellence in management of theatrical and/or special events. This can include stage or production management technical direction or other organizational middle management positions.
- Ability to read and generate theatrical drawings.
- Proven proficiency in Excel, Word, Outlook and Google Drive as well as the use of Windows operating system computers.
- Strong written and verbal communication skills.
- Proven capacity for completing self-directed project.
- Proven capacity for self-directed learning.
- Capable of being very organized and helping to organize others.

CUNY TITLE OVERVIEW

Administers performing arts center programs, as well as productions in other College venues throughout the year.

- Assists management in program planning and goal-setting
- Participates in building relationships between the center and external community and arts organizations
- Collaborates with College academic and administrative departments to assure successful programs
- Trains and supervise center staff
- Assists with routine administration such as booking, scheduling, and maintenance of systems and equipment
- Plans, prepares, and implements center-wide marketing plans
- Coordinates efforts with technical personnel on designing and building of productions
- Performs related duties as assigned.

Job Title Name: Performing Arts Theatre Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Compensation: $ 42,873.00 - $ 51,195.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE

Review of resumes to begin on September 16, 2015, posting closes on October 3, 2015.
JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.