



Technical Coordinator (Temporary) Job Description and Time Commitments

The Technical Coordinator (Temporary) is responsible for ensuring all aspects of technical theatre are run safely and efficiently during the rehearsal and performance run of an Aloha Theatre MainStage production. The current opening covers the period from May 6 to June 28, as outlined below. Specific areas of responsibility and duties are described below, and reflect the general qualifications, duties and responsibilities necessary to identify the job; additional duties may be assigned.

Roles & Responsibilities

- Operates, maintains, and safeguards the technical assets of the theatre, including supervising the use of lighting, sound and communications equipment, and the use and maintenance of stage facilities.
 - Maintains an inventory of all supplies needed.
- Is an active member of Virtual Callboard, communicating needs and answering questions in a timely manner.
- Primary responsibility for construction of the set
 - Works through design drawings, creates a scenic component breakdown, and completes a structural analysis of all set pieces.
 - Meets with the Artistic Director and/or the design team to discuss approaches to the set and its components.
 - After isolating the components of the show, considers construction and materials needed, compiling a list of all materials, and evaluating cost in relation to budget.
 - Contacts vendors (if needed) to get current prices on all materials required.
 - Meets with the Artistic Director to discuss the build schedule. This schedule will include scenery and properties start, finish, paint, and completion dates. (This only includes properties that will need shop assistants to complete.)
 - Leads set construction on primary build days as well as ensuring timely completion of remaining components.
 - Attends all production meetings to receive and discuss designer drawings, budget information, and any other special considerations that the show or the shop may need.
 - Regularly reports on construction progress to the Artistic Director and the production team.
 - Ensures that communications between set and properties are clear.
 - Attends crew watch night (typically the Thursday before the first tech rehearsal) to perform a walk-through with stage management and the cast, providing the “cans and cannots” of the set in detail while explaining all elements of the set.



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- Primary responsibility for the function of technical aspects of the production.
 - Determines technical support needed for performances presented live and in-person at the theatre in advance of production dates.
 - May also be responsible for assisting with preparations for filming
 - Attends all technical rehearsals to answer questions that arise and delegate responsibilities.
 - Assists in recruiting, training, and assignment of volunteer staff.
 - Ensures all technical aspects of the production are ready for wet tech.
 - Attends dry and wet tech to help focus and program lights and set up sound equipment.
 - Takes specific and detailed notes during each tech rehearsal, working closely with the scenic designer and Artistic Director, including a follow up debriefing to gather notes.
 - Attends production meetings following each tech rehearsal to discuss the needs of all departments. Prioritizes projects, ensuring that safety issues are addressed first. Organizes remaining projects to reflect designers' priorities.
- Is present and available for each dress rehearsal and performance to assist as needed.
- Meets with the Stage Manager and Director to plan set strike.
 - Determines what items will be retained, along with specific storage locations.
 - Supervises the strike of the set--strike is complete when the Artistic Director approves the condition of the space.
- Evaluates the condition of equipment after the production including lighting, sound, and rigging; arranges for repair and replacement within budgetary constraints upon approval by the Artistic Director.
 - Assures readiness for future productions.
 - Performs preventive maintenance on equipment as agreed with the Artistic Director.

Qualifications and Characteristics

- Experience as a technician for live performance is required
- Familiarity with set construction, theatrical lighting, and sound required
- Formal study of technical theatre a plus but is not required
- Supervisory experience preferred
- The Technical Coordinator is expected to
 - Be an independent worker and who is able to exercise independent judgment
 - Be an excellent listener and communicator and work well with all personalities
 - Be a problem solver
 - Be organized
 - Lead by example
 - Have stamina and a sense of humor during rehearsals and performances
 - Uphold all safety rules and regulations



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Timeline and Hours

May 2-6 Not to exceed 10 hours of work

- Become familiar with the theatre space and equipment, including light board, soundboard, and scene shop
- Attend the Production Meeting

May 9-13 Not to exceed 12 hours of work

- Attend the Production Meeting
- Meet with the Artistic Director, Set Designer, and Master Builder to plan set build

May 16-22 Not to exceed 20 hours of work

- Prepare and gear up for Set Build
- Lead build

May 23-29 Not to exceed 20 hours of work

- Prepare and gear up for tech

May 30-June 3 Not to exceed 40 hours of work

- Prepare for dress rehearsal and opening
- Attend Production Meeting

June 6 - 12 Not to exceed 40 hours

- Prep for dress rehearsal and opening
- Attend Production Meeting

June 13 - 28 Not to exceed 15 hours per week

- Be present for all performances
- Lead strike
- Evaluate the condition of tech equipment after the production

Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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- Regularly required to speak and hear in English
- Frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms
- Occasionally required to stand; climb or balance, and stoop, kneel, crouch, or crawl
- Occasionally required to lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus
- Will work primarily from the stage, light booth, and scene shop of the Aloha Theatre, which are accessible by stairs
 - The noise level in the work environment is usually moderate

Compensation

- Wage of \$17 per hour
- This position is non-exempt
- This position does not qualify for benefits