



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title:	Theatre Technician	Date:	September 2017
Department:	Alverno Theatres	Status:	Student Employment

Primary Function:	Set up, run, and tear down of lighting and sound equipment, rigging, and other technical theatre equipment; set construction; maintenance of theatrical equipment; assist performers with technical needs; run crew for events
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Principal Responsibilities

1. Set up, run, and tear down of lighting and sound equipment, rigging, and other technical theatre equipment as directed by Technical Director.
2. Run-crew (stagehand) for performances and other events
3. Perform basic theatre maintenance including, but not limited to, changing lamps, and maintaining theatre lights, sound equipment, cables, and other theatrical equipment.
4. Clean equipment and theatre following performance.
5. Comply with safety procedures and maintain clean and orderly work areas.
6. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
7. Comply with safety procedures and maintain clean and orderly work areas.
8. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Experience or strong interest in roadhouse or technical theatre is preferred.
3. Willingness to learn
4. Requires strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
5. Requires the ability to work independently as well as collaborate with others.
6. Requires the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
7. The ability to read and interpret diagrams and work orders is preferred.
8. Must be able to work a flexible schedule to include weekends, 1st and 2nd shift.
9. Must have good math skills including the ability to count and use fractions.

10. Requires the ability to work independently and to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
11. Requires basic problem-solving skills.
12. Must be able to work safely, accurately and efficiently including the ability to use hand tools and read a tape measure.
13. Requires the ability to freely move throughout the facility and grounds, Must have the ability to frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 50 pounds. Must have the ability to talk and hear. Specific vision abilities required by this job include close vision. Must have good manual dexterity and be able to work from elevated and/or uneven surfaces.

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

Theatre stage and scene shop

May be some exposure to hazardous materials, saws, and other construction equipment

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click **HERE** to complete your application.