



Centennial Hall Technical Assistant

Responsible to: Interim Head of Centennial Hall

FLSA Classification: Non-Exempt

Last Revised: July 2021

Position Summary: The main role of the Technical Assistant is in the operation of events and activities that occur within Centennial Hall. A few smaller facilities will require technical support with audio/visual systems. The position primarily requires an extensive technical theatre background, and may also include the ability to assist with minor facility maintenance and repairs. This part-time position will require evening and weekend hours as the School has an active performing arts program and maintains a lecture series. The Centennial Hall facility is also a venue rented to community performing arts groups that include opera, symphony orchestras, and dance groups. The responsibilities involve working with the Performing Arts Department, and may also involve interaction with multiple other departments within the School.

Essential Duties and Responsibilities

- Be a representative of the School for Centennial Hall and Ball Auditorium when used internally and by external clientele.
- Set-up & supervise the venues for events and functions (external rentals and school-related).
- Provide lighting, sound support, and general technical assistance for rental clients.
- Ensure adherence to venue policies and safety/security measures for theatrical events.
- Assist the Interim Head to implement the design and execution of scenery, lights, and sound for Upper School and Middle School productions in Centennial Hall (generally, three to four productions per year).
- As needed, set up and provide lighting and sound support for school events (concerts, assemblies, meetings and seminars, etc) that take place in Centennial Hall and Ball Auditorium.
- As needed, operate athletic facility sound equipment as needed for non-sporting events.
- As needed, set up and operate portable sound systems for events campus-wide.
- Assist the Interim Head with physical maintenance of theatrical systems: electrical, rigging, sound, and scene shop.
- Assist the Interim Head in training and supervision of the student stage crew during the course of school productions and other events or activities.
- Attends some type of meaningful Diversity, Equity and Inclusion training
- Other duties, as assigned.

Minimum Acceptable Qualifications

- Bachelor's degree in theatre with an emphasis in technical theatre, or at least 3 years of professional theatre experience. Strong theatrical lighting and live sound skills are an asset.
- Excellent communication skills, both verbal and written.
- Ability to work effectively with other professionals, parents, and students.
- An interest in working with high school boys.
- Sense of humor, enthusiastic and happy, high ethical professional standards, and multicultural perspective
-

Physical Requirements and Work Environment

- Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 40 lbs.
- Work primarily in a traditional climate controlled office environment.