



**THEATERWORKS**  
**POSITION DESCRIPTION:**  
**ASSISTANT TECHNICAL DIRECTOR**

TITLE: Assistant Technical Director

REPORTS TO: Technical Director

NUMBER OF DIRECT REPORTS: 0

SALARY RANGE: \$26K-\$30K DOE

**PRIMARY OBJECTIVES**

- Insures that the audio-visual quality of TheaterWorks productions and presentations is of the highest quality.
- Sound Design and/or engineer/operate the majority of YouthWorks, PuppetWorks, MasterWorks, and educational productions.
- Maintain lighting repertory plot in both theaters at the Peoria Center for the Performing Arts.
- Manages the audio visual requirements for all TheaterWorks programing, including MasterWorks, YouthWorks, PuppetWorks, Educational Programming, rentals and presentations.
- Responsible for overall coordination of all audio visual aspects of TheaterWorks productions including lights, sound and projections.
- Responsible for oversight of audio-visual operations of the Peoria Center for the Performing Arts rentals and presentations.

**MAJOR AREAS OF ACCOUNTABILITY**

- Runs audio-visual equipment with all appropriate safety standards and procedures.
- Helps to establish and operates within a technical production budget for theater equipment.
- Responsible for the use, inventory, and maintenance of all sound, lighting, and projection equipment.
- Ensures that all audio-visual equipment is maintained and in safe working order.
- Oversees all visual and technical support including the setting up and operating of sound, light, and audio-visual equipment for TheaterWorks productions.
- In conjunction with the Artistic Director and Production Manager, coordinates with all contract professionals.
- Operates in a multitasking environment that encourages teamwork and collaboration.
- Collaborates with Directors, Stage Managers, Set, Sound, and Light Designers to create a technical experience that enhances the artistic expression on the stage.



- Collaborates with renters and presenters within the Peoria Center for the Performing Arts to create a technical experience that enhances the artistic expression on the stage and reflects positively on the professional quality of the facility.
- Assists in the recruitment, supervision, and training for backstage volunteers, running crew, technicians.
- Other duties as assigned.

**IDEAL CANDIDATES WILL HAVE THE FOLLOWING:**

- Bachelor's Degree in Theater Design or Technical Theater.
- 3+ Years theater experience including lighting, master electrician work, sound design, sound engineering.

**SKILLS/COMPETENCIES REQUIRED**

- Knowledge of stage, sound, lighting, including electricity and electronics systems and hardware.
- Thorough knowledge of theatrical, musical, and stage show technical techniques and requirements.
- Computer literate—has working knowledge of Microsoft office products and database and spreadsheet experience.
- Has working knowledge of Apple Mac OSX and QLab
- Has working knowledge of ETC Ion lighting console and Behringer X32 sound console
- Skilled, competent and proficient in audio-visual best practices.
- Skilled in planning, organizing, and supervising all audio-visual set-up, load-in, and strike activities.
- Skilled in the use of management techniques required to operate several theaters simultaneously in an efficient and cost effective manner.
- Team player who can lead and be part of a team as an individual contributor.
- Has ability to respond to unusual and rapidly changing requirements with calm, flexibility, and an attitude of service.
- Creative problem solver who can deal with complex and ambiguous challenges.
- Ability to work effectively as a team member with a wide variety of people and in a wide variety of roles.

**Interested candidates should send a resume and letter of introduction to**

**Artistic Director, Chris Hamby at: [chamby@theaterworks.org](mailto:chamby@theaterworks.org)**