

## **CAIN CENTER FOR THE ARTS**

### **JOB DESCRIPTION: PART TIME OPERATIONS STAFF**

Members of the Part Time Operations Staff team report directly to the Technical Director of the Cain Center for the Arts. This position requires an aptitude for operating technology in a theatrical setting, the ability to move and organize stage and facility equipment, the ability to handle stressful situations in a fast-paced environment, and the ability to work closely with others as a team all while upholding the Mission, Vision, and Values of Cain Center for the Arts.

- Work alongside the Technical Director and Assistant Technical Director in Managing Production and Maintenance work at Cain Center.
- Work as part of the technical team and assume the roles required of Productions and Rentals held in Cain Center, including, but not limited to:
  - Stage Manager
  - Lighting Designer/Operator
  - Live Sound Engineer
  - Stagehand
  - Merch Sales
- Running Cain Center and rental events (load in, run, strike) as scheduled
- Support community partners with rehearsals, stage sets, front of house needs, back of house needs, show call roles, strike, etc.
- Assist Assistant Technical Director with multi-space maintenance, including maintaining equipment and tools for the following
  - Cain Center for the Arts Facility – Lobby, Theater, Backstage, Loading Dock, Classrooms & Storage, Gallery and Storage, Outside Plaza, Board Room, and other storage rooms.
- Other duties as assigned

## ESSENTIAL DUTIES / NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Take direction from the Technical Director and Assistant Technical Director to ensure each event held in the Theatre are flawlessly executed and held to a high degree of quality. As a member of the operation staff, on show days you will be responsible for:
  - Pre-Production work
  - Load-In and Setup
  - Rehearsing/Sound check
  - Communication with artists
  - Operation of Audio, Visual, and Lighting gear
- Communicate and coordinate in a timely and professional manner with staff at Cain Center, performers, and renters on their specific event productions needs and expectations.
- Be present and prepared for all shifts at Cain Center, both within and outside of the theatre.
- Utilize problem solving skills to identify and rectify operating challenges on the spot.
- Communicate with staff to gain a grasp of expectations and assignments for each shift.

## JOB QUALIFICATIONS:

- 1+ years working in the fields of Audio Visual, Live Events, Theatrical Productions, or Stage Management.
- Ability to, or the aptitude to learn the following pieces of theatrical equipment, and the supplementary equipment associated with them.
  - Midas M32 Audio Console
  - ETC ION XE Lighting Console
  - QLab
  - Projection Displays
  - Computers (Both Mac and PCs)
- Demonstrated knowledge of applications of theatrical equipment including theatrical sound systems, digital video systems, rigging, fly systems, and stage lighting.
- Experience working with professional artists/entertainers/groups from a broad range of disciplines and providing service to assist them to reach their desired event goals.
- Experienced in the areas of audio, video, and lighting technology in conjunction with events
- Technically oriented, creative, and work well within a team environment
- Displays excellent customer service and a willingness to get the job done in a professional and efficient manner.

- Friendly, attentive, and ability to multitask with a small team in close quarters
- Excellent listener and displays great attention to detail.
- Able to work nights and weekends.

#### MINIMUM QUALIFICATIONS:

- Can work nights and weekends.
- Able to lift 40lbs, and is able to stand and be on their feet for extended periods of time.

#### SPECIAL CONSIDERATIONS:

- Members of the Part Time Operations Staff team will be given a variety of roles at Cain Center that will not all be theatre technology oriented. Examples of these roles are aiding in Gallery Organization, merchandise sales, communicating with artists, and setting up furniture. The Operations staff must be ready and willing to jump in and assist with operations duties when needed, regardless of task.
- Operations Staff working events should be prepared to work 10-hour days, with a meal breaks given after 4 hours, and breaks taken as needed while on the clock. These shifts can entail heavy manual labor during the setup and teardown process of theatrical events, and will also need to display focus and attentiveness while operating a show position.

#### HOURS:

- Operations Staff members will work on a per event/setup basis. Operations staff members must be available for evening and weekend work, as well as have availability during the day on a case by case basis. Operations staff will work an average of 10-20 hours per week.

#### FLSA STATUS/CLASSIFICATION:

- Part-time and Non-Exempt in status.
- Compensation: \$17/hour

*Cain Center for the Arts is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization.*