



TECHNICAL ASSOCIATE POSITION DESCRIPTION

Employer: The Hanover Theatre and Conservatory for the Performing Arts

Position Title: BrickBox Soft Opening Technical Associate

Department: Production

Dates: Mar 15-Sep 15, 2020

Reports to: BrickBox Managing Director

FLSA Designation: Part-time, non-exempt

Pay: \$18-\$25/hour, commensurate with experience

Position Purpose + Description:

The Worcester BrickBox Theater is a flexible performance venue operated by The Hanover Theatre on behalf of the Worcester Cultural Coalition. Seating up to 299 audience members and hosting a wide range of events, the BrickBox will have a Soft Opening period from Memorial Day - Labor Day, 2020. The BrickBox Soft Opening Technical Associate will be a seasonal contractor responsible for supporting BrickBox events and Presenters up to and throughout the Soft Opening by answering questions about and assisting with proper usage of all lighting and sound equipment, as well as risers and soft goods, etc. The position may develop into a year-round role. jmacworchester.org • [@jmacworchester](https://twitter.com/jmacworchester)

Essential Functions:

The following list of essential functions is not exhaustive and may be supplemented:

- Coordinate with Presenters and BrickBox Managing Director as needed, including but not limited to participating in pre-production planning meetings, load-in, performances, strike, and load-out
- Train or familiarize technical staff for visiting productions with in-house equipment
- Act as lighting and/or sound designer/engineer for simple events
- Maintain lighting, sound, communications and other equipment
- Serve as staff-member-on-duty from time to time, when BrickBox Managing Director is not on site
- Work with BrickBox Managing Director to create policies and procedures for use of technical equipment; and enforce those policies when working with visiting performers, promoters and others.

Skills + Specifications:

The BrickBox Soft Opening Technical Associate must possess the following knowledge, skills and abilities, and be able to demonstrate she/he/they can perform the above responsibilities and essential functions to a high level of competency, with or without reasonable accommodation:

- Fluency or ability and willingness to become fluent with all BrickBox lighting, sound, riser, soft good, and other equipment
- Ability to perform and manage the full range of technical requirements inherent in producing professional theatre

- Basic carpentry skills and proficiency with hand tools
- Availability and willingness to work weekends and nights as necessary
- Ability to read, listen, and communicate in English at a high level of proficiency, both verbally and in writing. Preference will be given to candidates who can also read, listen, and communicate in Spanish.
- Ability to be on feet for 2+ hours at a time
- Ability to lift and carry up to 40 pounds
- Strong people and communication skills
- Natural interest in and comfort with mentoring and training others
- Sense of humor and gusto
- Superior organizational and time management skills
- Ability to effectively deal with internal and external customers with high levels of patience, tact and diplomacy.

Other Essential Functions:

- Work as a collaborative team member along with the BrickBox Managing Director, Worcester PopUp Managing Director, and other THT and WCC staff and in other areas as applicable and needed.
- Full compliance with the rules and regulations for the safe and efficient operation of the BrickBox. Employees, contractors, and volunteers who violate company rules and regulations will be subject to disciplinary action, up to and including termination.

Education + Qualifications:

Minimum 3 years' experience in technical theatre, which may include but not need be limited to experience as an electrician, master electrician, lighting designer, sounddesigner, sound engineer, technical director, stage manager, and / or production manager.

To Apply:

Please send cover letter and resume, including three references, to brickbox@jmacworchester.org with the subject line TA Application. Thank you!