

## Position Description

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<b>Title:</b>	Lead Technician
<b>Department:</b>	Production
<b>Reports To:</b>	Director of Production
<b>Internal Contacts:</b>	Faculty, Staff, Students, Student Workers
<b>External Contacts:</b>	Over-hire Workers, Guest Artists, Designers, Patrons, Outside Vendors, etc.
<b>Employment Status:</b>	Fulltime; Non-Exempt; Union
<b>Start Date:</b>	As Soon As Possible

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The Lead Technician will pursue the Department's main mission: To provide a safe and professional performance environment to all members of the MSM community, including Students, Faculty, Staff, and Patrons, while supporting the goals of the School and maintaining and preserving the physical integrity of the performance venues.

### Domains:

- Assist the Production Coordinators in coordinating the production planning and execution of upcoming events in assigned venue(s) (as determined by crew schedule). This may include:
  - Communicating with event organizers as needed
  - Creating drawings, run sheets, and other documentation as needed
  - Liaising with Production Manager to request additional crew as needed
  - Creating event reports and archiving event information in the school network files
- Assist Director of Production in scheduling necessary production, tech, or maintenance time.
- Supervise and train student and overhire crew in accordance with MSM policy and practices.
- Assist with maintaining the physical space, including cleaning, repairing, performing special maintenance, and keeping inventory of equipment in the venues.
- Suggest improvements for venue, e.g. storage or future purchases.
- Serve as run crew for Opera and Musical Theatre productions as the schedule allows.
- Maintain, repair, and keep inventory in all venues excluding Neidorff-Karpati Hall, Miller Recital Hall, Greenfield Hall and Ades Performance Space.
- Pursue special projects as determined by the Director of Production.

### Job Details:

- This position is full-time, year-round, with benefits.
- Lead Technician does not have a set schedule, but is typically Monday-Friday.
- May be required to work evenings, weekends, and daytime office hours as needed.
- This work is performed under a collective bargaining agreement with IATSE Local 1.

**Job Requirements:**

- BFA or BA in Theater, or similar professional experience
- Experience as a stagehand and/or crew head, with 2+ years experience as a crew head preferred
- Professional demeanor, superior communication skills, comfort in high-pressure situations, adaptable, solution-oriented, and skilled in collaboration
- Familiarity with ETC lighting consoles and basic theatrical lighting system and equipment, basic A/V systems, and traditional orchestral and contemporary musical equipment
- Working knowledge of Microsoft Word, Excel, Outlook, Access; knowledge of Lightwright and Vectorworks CAD Software preferred
- Must be NYC Fire Guard and CPR/First Aid Certified; training available for the right candidate

**Contact Information:**

Send letter of application and résumé including three references to:

Elizabeth Ramsay  
 Production Manager, Concerts and Events  
 productioncrew@msmny.edu

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