



Mukwonago Area School District

JOB POSTING

Technical Theater Coordinator – Mukwonago High School

Title: Technical Theater Coordinator – Performing Arts Center - Mukwonago High School

Salary Range: \$35,000 – \$45,000

Terms: 12 month – Full time (hours vary and will be set each week per meeting with auditorium manager depending on the event schedule; must be available nights and weekends as well as for periodic daytime meetings, rehearsals, or other events.

Location: Mukwonago High School Performing Arts Center

Applications: June 25, 2018 until position is filled

Description: Mukwonago High School is seeking a dependable, detailed oriented, hardworking and customer focused individual to join the Performing Arts Center in the role of Technical Theater Coordinator. This position is responsible to coordinate the resources needed to meet the technical needs for upcoming events, including collaborating with customers, event management, and other departments within the District. This position will also oversee the successful production of all the events scheduled in the Greenwald Foundation Performing Arts Center, which includes the use and operation of performance systems, including lighting, rigging, sound, video and staging.

Qualifications:

1. High School Graduate or equivalent required.
2. Bachelor's degree in Technical Theater or equivalent of 2 years technical theater experience at high school level or higher preferred.
3. Working knowledge of ETC ION console series, LED Smart lighting, Behringer X32 console, Dante audio protocols, ICoPer Code, Apple iPad, Wireless Workbench, Wenger DIVA Shell and Win 10 environment preferred.
4. Lift-certification, First Aid/CPR certified, and rigging certification preferred.
5. Strong analysis of decision making skills.
6. Effective punctuality, time-management, organization, and accountability skills
7. Ability to troubleshoot quickly and calmly.
8. Ability to mentor youth and manage student behavior and safety.
9. Commitment to customer service.
10. Strong verbal and written communication skills.
11. Ability to work independently and collaborate with broad range of users.

Responsibilities:

1. Monitor use of all PAC areas to assure safety, cleanliness, and appropriate use.
2. Assist in arranging and supervising manufacturer-recommended safety and performance checks on PAC rigging and lighting systems.
3. Maintain and keep all PAC areas and equipment in safe working order.
4. Assist with the coordination, planning, and scheduled use of PAC by MASD users, Mukwonago Community, and out-of-district users according to annual MASD priority signup schedule. Includes the annual performing arts calendar and rSchool daily for event technical needs.
5. Assist in coordinating or leading and/or mentoring all rehearsals, load-ins, changeovers, performances, setups, and strikes of PAC events to ensure user safety and proper scheduling. This includes communications and scheduling with building and grounds department for safe removal or replacement of orchestra pit cover and pit safety net.
6. Responsible for technical direction, lighting and sound design and execution for all MASD school-sponsored events in the PAC.
7. Design and /or monitor/assist/lead lighting rigging, sound, and audio-visual setups of visiting groups to ensure proper dovetailing and synchronized use of client and PAC technical systems. Includes ensuring return of PAC systems to repertory lighting, rigging, and audio plots as well as return of control booth, scene shop, green room, and other backstage areas to default conditions following conclusion of events.
8. Assist in informing users of audio/video recording logistics and MASD policies related to streaming, recording, and copyright infringement.

9. Assist in approving technical riders and contracts as well as obtaining equipment and services to fulfill contractual obligations and event requirements.
10. Assist in recruiting, training, mentoring, and monitoring MHS PAC Student Tech Crew, adult technicians, and adult volunteers as needed to serve technical assistants for PAC events.
11. Provide comprehensive production designs for scenery, rigging, audio, and lighting-or provide approval for (or assistance with) director-supplied designs-with execution and build of same for annual MASD performing arts and musical productions.

Reports to: Auditorium Manager (Julie Hanisch)

Employment Term: 12-month employee

Benefits: Health, dental, and other benefits are available with this position. Candidate will also qualify for Wisconsin Retirement System benefits.

Submit To: Cover Letter and Resume to:

masdjobs@masd.k12.wi.us

Or by mail to: Mukwonago Area School District
385 E Veterans Way, Mukwonago, WI 53149

Questions: Call: 262-363-6200, x25041

Mukwonago Area School District is an Equal Opportunity Employer