



**Production Assistant  
Success Map**

**Job Title:** Technical Coordinator

**Reports To:** Production Manager

**Position Overview**

As a part-time, non-exempt employee, the Technical Coordinator works approximately 28 hours each week to support the performing arts program and serve as the primary technical contact for building rentals.

**Focus Area 1: Rental Client and Vendor Coordination**

Success Statement: Clients and vendors that rent the AcA's facilities and equipment receive efficient service from AcA's technical crew and follow the organization's policies in regards to life safety, security, and production standards.

Performance Standard:

- Collaborate with the Facilities & General Manager to ensure clients and vendors follow building policies and receive prompt responses to information and service requests.
- Coordinate with the Event Director to establish and document requested technical needs for rental events.
- Consult with the Production Manager and logistics team to determine adequate technical needs for each rental. Update rental contracts as necessary to include all production notes.
- Personally staff or hire qualified personnel to manage and oversee technical production for rentals, as needed.
- Work with the Production Manager to ensure staging and technical setups are ready for rentals. Guarantee events proceed efficiently and maintain the highest production quality.
- Ensure event spaces are returned to good condition after use.
- Document and report any damages or repairs needed in event spaces caused by rental clients or vendors.

**Focus Area 2: Program Management**

Success Statement: AcA maintains the highest standards of live production and proactively preserves the artists, people, and property within live event spaces.

Performance Standard:

- Assist the Production Manager in all aspects of theater management, including production, inventory assessment, maintenance, and administrative duties.
- Support production management for all theater events, including advising during initial walkthroughs, event preparation, and event execution.
- Lead and assist with the maintenance and upkeep of the theater's audio and lighting systems.
- Hire and schedule appropriate crew and contractors for productions and maintenance tasks.
- Supervise all technical crew during setups, events, and strikes in the absence of the Production Manager, ensuring efficient and effective operations.



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- Adhere to safe work practices and ensure the health and safety of all employees and contractors under your supervision during production and technical setups.
- Ensure technical equipment and procedures comply with industry standards. Recommend policy or procedural changes as needed to align with the latest industry trends.
- Perform other tasks as assigned by the Production Manager.

**Qualifications**

- Minimum of one (1) year of experience in production (e.g., audio engineer, lighting designer, stagehand, technical director, assistant technical director, production assistant).
- Strong understanding of technical aspects of theater and live production, including stage carpentry, sound, lighting, scenic carpentry, and video.
- Excellent computer skills, including proficiency in Google Drive, GSuite, Excel, Word, PowerPoint, Dropbox, and Basecamp.
- Exceptional organizational skills.
- Availability to work evenings, weekends, and holidays as required.
- Flexibility, autonomy, and strong leadership skills.
- Ability to manage large groups of people within tightly defined schedules.
- Team-oriented mindset with a proven ability to work under pressure.
- Strong communication skills.
- Experience in dance, live music, and other performing arts is preferred.
- Willingness to learn new skills and adapt to an ever-changing industry.