Duke University  
Division of Student Affairs  
Position Description

Official Job Title: Special Events Technician, Senior  
Working Title: Theater Operations Technician, Senior  
Job Code/Level/Family: 0177 / 07 / 16  
Department: University Center Activities & Events  
Supervisor: Supervisor, Theatre Operations  
Position Status: Regular /Full-time / Nonexempt  
Staff Supervision: N/A  
Schedule Note: 1st shift / Extended work hours, including nights and weekends as needed based on event schedules is expected on a regular basis.

Scope of Responsibilities
Provide operations and technical support for lighting, audio, video, and other technical systems including rigging and stage carpentry for events and performances in campus theatre venues. Work includes but not limited to setup; strike; sound, lighting and video operation; carpentry and painting; rigging and fly rail operation. Work with artists, producers, designers, faculty, and students to ensure the smooth and safe execution of events that typically are in theatre venues for one or more days. Provide support in campus theaters including Page Auditorium, Reynolds Industries Theatre, Sheafer Lab Theatre, Griffith Film Theatre, Baldwin Auditorium, and Rubenstein Arts Center as well as other campus venues as needed. Ensure events run safely, smoothly and on time.

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<td>A thorough understanding of the production process and theatre production techniques. Knowledge of how to use modern lighting, sound, video and other technical equipment. Install, maintain, and program as needed all lighting, sound, video equipment, thorough understanding of stage rigging and scenery for theatrical, musical, and other entertainment events. Operate lighting, sound and stage equipment during rehearsals and performances, following audio or visual cues.</td>
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<td>Confer with other staff members and with clients to ensure the correct provision of technical services for events. Monitor and track equipment usage for each event to ensure accurate event billing. Maintains effective communication with auditorium staff, university personnel, and individual production crews. Assures highest quality of professionalism for every performance.</td>
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<td>Coordinate and direct the work of student and other contracted workers; assist in the training of new personnel; supervise and coordinate the efforts of student organizations. Ability to work in a team, managing the expectations and demands of a number of people, and effectively communicating ideas and needs to them.</td>
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<td>The ability to work under pressure and to tight deadlines. Flexibility and the ability to improvise when faced with unexpected situations. Attention to detail.</td>
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<td>Supervises other technicians (full and part time), students, and local theatre union stagehands (IATSE) in the provision of backstage support services as needed. Maintain proper scheduling, break times and start and end times for all event needs. Assures strict compliance with all safety regulations, requirements, and standards.</td>
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Perform additional related duties as assigned or required to meet department, division and University goals and objectives.

General Qualifications
Work requires a thorough background in technical theatre normally acquired through a four year course of study in theatre or closely related field. Two years of full-time experience in technical events support or theatre production may be substituted for the degree.

Certification in one or more appropriate technical disciplines through the Entertainment Technician Certification Program (ETCP) is strongly preferred. New and current employees not currently certified are expected to complete certification within two years from date of hire. Current ETCP Certification areas include; Arena Rigger, Theatre Rigger, Entertainment Electrician, and Portable Power Distribution Technician.

Working Conditions
This position will require working at heights on ladders and lifts, frequent use of stairs, work in low light conditions, and frequent use of tools. This position will be expected to work extended hours, night and weekend shifts required on a regular basis.

Physical Requirements
Ability to carry, push or pull items up to 50 pounds, climb ladders, and wear safety equipment as required, including safety harnesses.

Specific Skills and Competencies
- Understanding of networking schema used in modern control protocols in theater and entertainment technology such as DMX512 and RDM (Remote Device Management);
- Familiarity with modern lighting consoles and understanding of programming logic and skills used in advanced digital lighting systems;
- Understanding of configurable network hubs that interface between ETCNet and universal DMX communication protocols.
- Understanding of digital audio systems which utilize a combination of software, hardware, and network protocols to deliver uncompressed, multi-channel, low-latency digital audio over standard Ethernet networks;
- Ability to utilize digital audio consoles to provide sound reinforcement in support of events and performances;
- Basic to intermediate level of proficiency on equipment and systems used in modern entertainment industry;
- Understanding of basic video projection set up including best practices for individual situations, lens selection, cable management, source management, and monitoring options;
- Intermediate to advanced level working knowledge of the software systems typical of the entertainment industry such as Vectorworks, Lightwright, and QLab;
- Ability to work under pressure on many projects and work with people of varying experience levels;
- Excellent organization skills and the ability to manage concurrent projects within established guidelines;
- Strong communication skills – verbal, written and interpersonal;
- Ability to work independently and as a member of a team, with a commitment to collaboration;
- Ability to problem solve at many levels;
- Ability to work under the following working conditions:
  - Exposure to noise, dust, and hot lighting instruments
  - Heights associated with rigging and catwalks
  - Lifting and moving heavy objects
  - Reaching overhead, above the shoulders and horizontally
  - Climbing ladders
- Valid NC driver’s license required. Must complete and maintain required compliance, vehicle safety checks, and training in order to remain eligible to drive Duke vehicles.