

# **Mercyhurst University**

## **Job Description**

Title: **Assistant Technical Director**

Department: **Mercyhurst Institute for Arts & Culture/Conference & Events**

### **Purpose of the Job:**

As a hands-on supervisor, this position plays an integral role in the management and coordination of programming for the Mercyhurst Institute for Arts & Culture (MIAC) and Conference & Events (C&E). Responsibilities include managing the university's performance venues and executing event staging and run of show for major university events, including but not limited to MIAC events, academic performances, lectures and commencement.

### **Required Qualifications:**

- Three years of related, professional experience.

### **Required Experience:**

- A broad understanding of all aspects of technical theatre.
- Knowledge of common industry-specific software.
  - Thorough knowledge of lighting equipment: venue-specific lighting systems, wiring, dimmers, electrics, analog and digital patching, consoles, lighting instruments and color (design and implementation, management).
  - Proficiency with PC and Mac computers.
  - Thorough knowledge of sound equipment: venue-specific sound systems, wired and wireless mic systems, digital recording equipment, digital switching and mixing systems and support of commonly used sound installations for campus events.
  - Experience with video equipment: venue-installed and portable projection equipment and digital displays used in conjunction with events. Experience with individual and multiple podium, wireless and lavalier microphone applications.
  - Ability to anticipate and troubleshoot issues as they arise.
- Experience overseeing production calendars and schedules.
- Ability to read a technical rider and assess requirements in regards to staffing and budgeting.
- Ability to work independently and to manage, train and motivate others.

### **Required Knowledge, Skills & Abilities:**

- Excellent verbal and written communication skills.
- Working knowledge and troubleshooting capabilities on sound, lighting and video equipment in all university performance venues.
- Ability to accommodate a flexible schedule, including evenings, weekends and holidays, as well as being able to perform in a fast-paced, dynamic work environment.
- Ability to train and manage student employees and contractors.
- Ability to present a positive public image and maintain a positive attitude in stressful environments.

### **Supervision Received:**

Works under the direct supervision of the Technical Director, who reports to the director of the Mercyhurst Institute for Arts & Culture (MIAC) and the director of Conference & Events (C&E).

**Supervision Exercised:**

Supervises the activities of undergraduate work study students, graduate student employees and contractors.

**Responsibilities:**

1. Develop and administer production calendars for all performance venues. Determine load-in, strike and technical schedules for all MIAC and C&E events as well as all facility rental activities.
2. Hire, train and supervise all undergraduate and graduate student labor, contractors and any additional personnel required for specific production needs.
3. Schedule and supervise technical staff for all events occurring in the Mary D'Angelo Performing Arts Center, Taylor Little Theatre, Walker Recital Hall and other venues as necessary.
4. Review, approve, support and implement technical riders on artist contracts to provide appropriate production support.
5. Execute event staging and run of show for major university events, including but not limited to MIAC events, academic performances, lectures and commencement
6. Maintain current and complete technical and production specifications for each performance venue.
7. Maintain a safe work environment at all times. Address safety hazards with appropriate personnel.
8. Monitor the condition of equipment in all performance venues; arrange for the repair and replacement within budgetary constraints in consultation with the MIAC and C&E directors; perform preventive maintenance on equipment; and identify new technologies and technical developments to improve performance venues.
9. Perform other duties as assigned.

**Application Process:**

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th St  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

All applicants must be eligible to work in the United States. Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.