



TECHNICAL ASSISTANT JOB DESCRIPTION

To work with, and in support of, the Garden Theatre's Managing Director and Technical Director to ensure the technical quality and production standards for private and public performances and events at the Garden Theatre.

Technical Duties

- Assist in running the lights and/or sound board for Garden Theatre events
- Participate in the construction, mounting, rigging and maintenance of scenic and technical elements related to the Garden Theatre
- Participate in load-ins, lighting hangs, sound installations and strikes when required
- Be present for rehearsals and performances/events when necessary
- Comply with and understand Garden Theatre expectations: timeliness, dress code, work ethic, job scope, compensation, breaks, conduct, etc.
- Serve as technical contact for particular artists and users
- Monitor stage, auditorium and theatre equipment safety procedures, checklists and systems
- Maintain safety and cleanliness of all backstage and technical spaces
- Be available for let in and lock up for rentals in the space

Wages and Hours

- Hours – 10-25hrs/week, days and evenings, driven by event planning and execution.
- Reports to the Technical Director
- Wage - \$10/hr
- The position is based at the Garden Theatre administration office, 160 W. Plant St. Winter Garden, FL 34787
- This position is subject to a three-month probationary period

Desirable Attributes

- Experience in a similar position elsewhere gaining solid knowledge of the day to day running and technical aspects of a theatre company
- Knowledge of theatrical lighting and sound equipment
- Experience in facility management
- Experience with video systems

Interviews

- Interviews will be held March 1, 2012, until position is filled.

Send resumes to:

Benjamin Lembree, Technical Director
Garden Theatre
160 West Plant Street
Winter Garden, FL 34787

Email: benjamin@gardentheatre.org

No phone calls please.