



750 Chase Parkway • Waterbury, CT 06708
www.nvcc.commnet.edu

Technical Assistant

POSITION SUMMARY

The Technical Assistant is responsible for carrying out the technical requirements of internally and externally produced events as well as maintaining event related equipment in all on-campus venues.

PROFESSIONAL WORKING LEVEL

The Technical Assistant is responsible for the safe use of technical facilities of all on-campus venues and equipment, and by overseeing the use of these facilities by any on-campus organizations as well as any outside organizations that may utilize these facilities.

SUPERVISION RECEIVED

Works under the direction of the Technical Coordinator and at times in conjunction with any Information Technology Director or supervisor as assigned.

SUPERVISION EXERCISED

Responsible for overseeing temporary and student technicians and crew for event support and/or coverage.

KEY EFFECTIVENESS AREAS

The key effectiveness areas listed below represent the output requirements of this position. These outputs are to be timely, accurate, cost efficient and effective in meeting the objectives set forth by the Technical Coordinator.

- Organization/logistical skills
- Oral and written communication skills
- Documentation skills
- Knowledge and skill in safety practices including personal fall arrest, proper ladder and motorized lift operation, appropriate and acceptable audio and lighting usage, etc.
- Detailed knowledge of technical theatre production methods
- Detailed knowledge of event support systems and equipment including but not limited to:
 - Lighting Support
 - Audio Support
 - TV/Video/Projection Support
 - MS Word/Power Point/Excel or other computer based presentation tools.

POSITION RESPONSIBILITIES

In addition to above key effectiveness areas, the Technical Assistant is responsible for the following:

- Set-up and use of lighting, sound, rigging systems, & presentation tools: TV, Video Display Systems and Projection Systems.
- Assisting the lighting designer with plot, cue and fixture adjustments.
- Maintaining the theatre equipment, facilities, technical systems, and stage rigging including inspection of floor supported and suspended rigging of technical equipment.
- Supervision and/or operation of lighting and sound systems for internally and externally produced events which do not have a technical staff or supervision of system operators for events which do have a technical staff, both in the Fine Arts Center as well as other on-campus venues.
- Assisting with pre-production planning and organizing including: consultation with production managers, coordinating use of technical facilities and equipment with and related to overlapping events, in conjunction with the Office of Facilities Scheduling & Events Planning office.
- Supervision of the use of scenery and other equipment to ensure use of equipment meets all safety and fire regulations.
- Position may include certification in specific technical areas as verified by the Technical Coordinator of Fine Arts Theatres.
- Perform other related duties as required and assigned by the Technical Coordinator of Fine Arts Theatres.

KNOWLEDGE, SKILLS AND ABILITIES

These position responsibilities typically are acquired through a combination of education, training and experience which would include an Associate's degree in an appropriately related field. This position requires experience in dealing with multiple tasks simultaneously, a high level of organizational skills, follow through and interpersonal skills. The qualified candidate would be able to work with event sponsors and guests, both internal and external, and be able to present themselves in a way that reflects the best interest of the college.

The college will hire one or more part-time positions for 8-12 hours per week at \$20.91 per hour, as needed per semester.

APPLY TO:

Please send a letter of intent, resume, and typed employment application to:

Jonathan Curns, Technical Coordinator Fine Arts Theatres
Naugatuck Valley Community College
750 Chase Parkway, A.304
Waterbury, CT 06708

Or

jcurns@nvcc.commnet.edu

Applications must be received by Wednesday, November 25th, 2009.

(www.nvcc.commnet.edu/employment-application)