

**Veterans Memorial Civic & Convention Center**  
7 Town Sq, Lima, Oh 45801 [www.limaciviccenter.com](http://www.limaciviccenter.com) 419-224-5222  
**Job Description: Associate Director of Technical Theatre**

**EMPLOYEE NAME:** \_\_\_\_\_

**DEPARTMENT:** VMCCC

**SUPERVISOR:** CPH Director of Technical Theatre /PP DTT

**EMP STATUS:** Full-Time Intern

**FLSA STATUS:** Exempt, At-Will

**Reviewed:**

**NORMAL WORK HOURS:** as the VMCCC is a 24-7 operation, work hours vary according to events held at the facility. This is a Full time position working a 40-hour week, hours will vary Sunday through Saturday depending on events in Crouse Performance Hall (CPH) and Pangle Pavilion (PP).

**General Purpose of the Job:**

The Associate Director of Technical Theatre works directly with the Director of Technical Theatre (DTT) and the Assistant Director of Technical Theatre (ADTT)/Director of Technical Theatre for Pangle Pavilion (PP DTT). The Associate serves as assistant to both Directors depending on the needs of CPH and PP. The main goal of this position is to further educate, train, and prepare a professional in the theatre field as an intern and lead to a permanent position with the VMCCC.

**Essential Duties and Responsibilities include the following:**

- Coordinate the CPH/PP workload and tasks with the Director(s) of Technical Theatre.
- Assist with technical riders and show advancement to ensure the proper equipment is ready for show's use.
- Assist with equipment maintenance and inventory management.
- Ability to program & operate sound, light, video, flyrail, media, etc. equipment when needed by client.
- Coordinate with DTT(s) to ensure building and client needs are met as best as possible for the show/event in compliance with policies, procedures, and safety regulations of VMCCC.
- Operate show equipment safely and appropriately with minimal supervision.

**Other Duties assigned:**

- Provide and promote great customer service.
- Adhere to all VMCCC policies and procedures.
- Perform other duties and responsibilities as assigned by CPH DTT/PP DTT/CEO of the VMCCC.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A seasoned experienced employee must be able to complete all tasks independently with minimal supervision.

**Education and/or Experience:**

High School Diploma or GED equivalent required. Computer skills to include office software, custom business software, software used in operations of CPH/PP. Knowledge of basic stage operation, stage directions, electrical circuitry, sound systems, stage lighting, fly rail operations. Perform with minimal supervision.

**Language Skills:**

Ability to read, analyze and interpret documents and to effectively present information to various audiences. Will be required to deal with the public in a professional manner.

**Mathematical Skills:**

Must be able to calculate figures, amounts, and apply math for analysis and tracking.

**Reasoning Ability:**

Ability to troubleshoot sound, lighting, video, networking, and flyrail systems with little notice. Ability to think through problems and address problems safely and promptly.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may have to lift up to 50 pounds repeatedly; capable of bending, balancing, climbing stairs, work on uneven surfaces, and lifting above head; wear proper attire and safety gear when needed; work variable hours, including weekends, evenings and holidays; may have to work in warm and cold seasonal temperatures; work at varying heights and depths of the facility; will have to be able to work around at times loud environments as well as areas of both bright lighting and complete darkness. Ability to operate basic power tools and work at various heights. The employee may also be subjected to different triggers such as strobe, fog, and haze. May need to work in close physical proximity to many other individuals to complete a task.

The Veterans Memorial Civic & Convention Center gives a preference in hiring to honorably discharged veterans of the United States Armed Forces.

**Please respond to Abe Ambroza, [aambroza@limaciviccenter.com](mailto:aambroza@limaciviccenter.com) with cover letter and resume by 11/16/2023 if interested.**