Position:	Technical Coordinator
Reports to:	Assistant Director, Production/Media Arts Festival
Number of Positions:	1
Location:	California State University, Fresno - Fresno, CA
Employment Dates:	June 12 – July 22, 2024
Rate of Pay:	$21.00/hour, paid monthly
Schedule:	15-40hrs/week, evenings, weekends and holidays required

Position Summary

Under the direct supervision of the Assistant Director, Production/Media Arts Festival, the Technical Coordinator will perform various technical production and administrative activities in support of Summer Arts. Typical duties include:

- o With the Assistant Director and the Production Stage Manager, coordinate technical requirements and information for all performances, exhibitions and lectures, including prep, load-in, run, load-out, and strike for all venues both on and off campus.
- o Oversee and manage the staff and logistics during prep, load-in, load-out, and strike.
- o Perform duties as Floor Manager/Lead Technician/Specialized Technical Crew for events.
- o Balance the needs of the artists/performers (guest artists, students, course coordinators) with the production schedule and availability of resources.
- o Consider safety, cost (equipment and personnel), feasibility, time, and venue accommodations in decision-making process.
- o Other event-related duties as required and assigned by the supervisor.
- o The Technical Coordinator will have regular interactions with Summer Arts staff, faculty course coordinators, guest artists, campus personnel, members of the community, and Summer Arts students.

Qualifications and Requirements

- Graduated experience working as a member of a technical production crew, technical coordinator, or technical direction.
- Formal education in stage management, technical direction, production management, and/or technical production/technical theatre strongly preferred.
- Administrative/management experience strongly preferred.

- Ability to read and interpret light plots, ground plans, technical riders, etc., and assess technical requirements and how to best plan/prioritize for accomplishing needs for all events.
- Experience working with artists and the arts of all genres, including but not limited to theatre, music, dance, visual art, writing, and media.
- Experience working with artists and artists' personnel with varying levels of technical production experience and knowledge, a plus.
- Experience with a range of technical production and administrative software and hardware including, but not limited to AutoCAD, Vectorworks, Lightwright, QLab, Microsoft Office, Adobe Acrobat, Moving Lights, Video Conferencing, etc, a plus.
- Ability to work on both the PC and Mac computer platforms, a plus.
- When working running crew for any and all events, tech crew members are required to wear traditional black clothing and shoes (comfortable, safe, and quiet shoes), even if working in the control booth. Duty-appropriate clothing is also required for load-in, tech, run, and strike.
- Thorough and current knowledge and experience in five or more of the following production areas ideal:
    - Stage management
    - Audio engineering and recording
    - Sound design, installation, and board operation
    - Lighting design, installation/hang, and board operation
    - Scenic and properties design and construction
    - Costume construction and repair; Wardrobe
    - Audio/visual equipment operation (computer, data projector, projection screen, portable sound system, etc)
    - Run crew
- Successful candidate will be required to participate in campus-sponsored equipment and other safety training.
- Some work may involve safely lifting and moving theatrical equipment weighing up to 75 pounds, negotiating stairs and catwalks/lighting grids, working in low light areas and/or areas of restricted physical access, and standing for long periods of time, if the candidate is able to do so.
- Ensure that technical staff is working safely.
- Experience in safety and emergency procedures (MSDS, safe working practices, etc), a plus.
- May need to travel to off-campus performance venues.
- Attendance required at CSU Summer Arts employee orientation and usher training sessions.

- Apply online with a cover letter, resume, and references in PDF format by [clicking here](clicking).
- Indicate in the cover letter which position(s) you are applying to and why.
- Apply by March 15, 2024 for full consideration. Interviews will be conducted beginning the week of March 18.