



## PRODUCTION TECH ASSISTANTS



QUESTIONS?  
Contact Megan McIntyre  
Summer Program  
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meganm@idyllwildarts.org

### GENERAL RESPONSIBILITIES

Reporting to the Summer Technical Director and Assistant Technical Directors, the Production Tech Assistants are responsible for maintaining performance and rehearsal spaces for the Summer Program, and assisting in the builds, installations, Run-of-Shows, and strikes for the Summer Program.

### SPECIFIC DUTIES

1. Prep and Maintain classrooms and performance spaces for daily use in rehearsals, performances and activities of the Summer Program. Prep and resurface, if necessary, all outdoor dance studios and performance spaces used by the Summer Program.
2. Serve as Stage Crew or Board Operators for all concerts, recitals, performances, lectures and other activities presented in the various venues on campus.
3. Assist with small repair and maintenance projects in Children's Center and Junior Players Theater.
4. Assist with all Installs, run-of-shows, and strikes for events and activities throughout Summer Program.
5. Maintain, distribute, set-up, collect, and repair all campus sound and lighting equipment.
6. Provide audio/video recording for events as requested by the Technical Director.
7. Maintain Performance/Rehearsal stock of chairs, music stands, and pianos in the Lowman Concert Hall, IAF Theater, Stephens Recital Hall and Rush Hall.
8. Maintain inventory of all theater stock including lamps, instruments, cable, microphones, audio-visual equipment, music stands, and tools at the beginning and end of the Summer Program.
9. Maintain Scene Shop, tool inventory, maintain Theatre Scenery/Props Stock.
10. Maintain accurate records of all expenditures made for theater supplies and repairs.
11. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
12. Other duties as may be assigned by the Summer Technical Director or Assistant Technical Directors.

### QUALIFICATIONS

High School graduate; with at least one year of college; experience in a summer arts school/festival; theater tech background; commitment to the needs of children; responsibility and self-motivation in work; attention to detail; flexibility in style; sensitivity to the needs of performing artists. Positive, flexible person with the ability to communicate effectively. Willingness to obtain a California driver's license and drive campus vehicles for work purposes. Must have the ability to concentrate on multiple simultaneous tasks in a fast-paced, often hectic environment. Flexibility, congeniality and the ability to work independently along with a team-oriented approach is necessary. Must have the ability to lift heavy objects and perform light maintenance duties.

### PAY

Tech Assistants work June 3–August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.