



Position: Fine Arts Technical Manager

Department: Fine Arts

Reports to: General Manager, Fine Arts Programming & Operations

FLSA Status: Non-exempt

Called Status: No

Revised: April 2024

The Fine Arts Technical Manager (Tech Manager) is a part-time, hourly position with a negotiable pay rate based on experience. The position reports to the General Manager, Fine Arts Programming and Operations. Works with Theatre faculty and outside performance directors.

Job Duties (not a complete list)

- Serves as the lead technical director for all Schwan Concert Hall Guest Artist and rental events
- Trains, staffs, and supervises student workers for Guest Artists and Rental events.
- Sets up, operates, and maintains monitors, amps, PA system, speakers, mics, sound and lighting consoles, lighting fixtures, dimmer racks, projector, manages sound checks for Schwan Concert Hall and Raabe Theatre
- Preps lighting requests from Guest Artists and WLC groups and ensures proper safety protocols in hanging/focusing lights
- Resolve technical issues when they arise (and they often do in an emergency fashion)
- Facilitates and performs stagehand work as needed (unloading/reloading trucks, set up/strike event sets and equipment, ensures stage cleanliness, etc.)
- Present at all Guest Artist Events and rental events
- Projects a positive, professional and polished image of WLC
- Stays up to date on industry trends and best practices
- Participates in staff meetings and event prep meetings as requested
- Follows all safety requirements of the position

Qualifications

- 2+ years of sound and lighting experience with professional live events
- Excellent time management skills and communication skills
- Problem-solving skills
- Willing/able to work days/nights/weekends and non-standard shifts

Scheduling/Hours (estimate)

SUMMER (JUNE-AUGUST – average 1-2 hours/week)

- General maintenance and upkeep of tech areas
- General office work (emails, phone calls, paperwork)
- WELS Band Camp (prep and event work) – would add about 15-20 hours
- Serve as supervisor for resident/rental events

ACADEMIC YEAR (SEPTEMBER-MAY – average 5-15 hours/week)

- Student tech training
- Student scheduling/communication/meetings
- Weekly meeting with Fine Arts Director and/or Theatre Dept. Head
- Advancing tech riders for Guest Artists

- General maintenance and upkeep of tech areas in Schwan and Raabe
- General office work (emails, phone calls, paperwork)
- On site Tech Director for Guest Artist Events – one per month
- On site Tech Director for Concert Rental Events – approx. one per month

Other Requirements

- Capable of standing for extended periods of time
- Ability to climb via ladders and people lifts
- Able to lift up to 50 lbs. periodically
- Ability to walk and sit as required