AUBURN
Human Resources

Tech, GPAC Production

Job Description

JOB INFORMATION

Job Code	AB01
Job Description Title	Tech, GPAC Production
Pay Grade	TA05
Range Minimum	$37,510
33rd %	$42,510
Range Midpoint	$45,010
67th %	$47,510
Range Maximum	$52,510
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	1/26/2024 11:30:50 AM

JOB FAMILY AND FUNCTION

Job Family:	Theatre & Arts
Job Function:	Production & Administration

JOB SUMMARY

Reporting to the Sr Tech, GPAC Production or GPAC Production Manager, the Tech, GPAC Production supports the execution and coordination of a specific functional area—audio, lighting, or stage operations—contributing to the success of productions at the Jay & Susie Gogue Performance Arts Center (GPAC). This entry-level position involves learning and actively participating in various technical aspects of production.

RESPONSIBILITIES

- Learn the intricacies of a specific production area (audio, lighting, or stage operations) under the guidance of the Sr Tech or Production Manager. Actively participate in training sessions to enhance technical skills.
- Assist in the setup and operation of equipment for productions, ensuring adherence to high-quality standards. Provide support to senior techs and production team members as required.
- Collaborate with the production team to ensure effective communication and coordination. Assist in meeting the technical requirements of visiting workforce and user groups.
- Contribute to the welfare of operational systems and specifications for the facility. Assist in inventory management, storage, and basic maintenance of tools and equipment.
- Adhere to health and safety protocols within the respective functional area. Report any safety concerns or issues promptly to the Sr Tech or Production Manager.
- Provide support during presenting and rental contract negotiations, demonstrating a commitment to excellent customer service.
- Update the Sr Tech or Production Manager on the status of tasks and responsibilities regularly.
- Assist in interpreting and executing technical requests under supervision.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Technical Theatre or a related field is preferred.	and	0 years of		
High School Diploma or GED		and	1 year of	Hands-on experience in theater operations, including audio, video, lighting systems, and stage operations for live performances and/or touring productions.	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic understanding of audio, video, or lighting systems, with a willingness to learn and expand technical expertise.	
Willingness to actively participate in training programs provided by the Sr Tech, GPAC Production, with a commitment to continuous learning and skill development.	
Ability to work collaboratively with the Sr Tech, GPAC Production and other team members, providing support in various production tasks.	
Adherence to safety standards and protocols, with a focus on creating a safe working environment.	
Ability to assist in interfacing with patrons, artists, and clients during events, demonstrating a customer-focused approach.	
Flexibility and adaptability to take on new responsibilities and tasks as directed by the Sr Tech, GPAC Production or Production Manager.	
Effective communication skills, both verbal and written, to provide updates on tasks and progress within the respective functional area.	
Willingness to assist in the maintenance and care of tools and equipment related to the functional area, under the guidance of the Sr Tech, GPAC Production.	
Proactive approach to tasks, demonstrating initiative in problem-solving and a willingness to contribute to the success of productions at GPAC.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
CPR - Cardiac Pulmonary Resuscitation		within 30 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting		X				
Lifting			X			100 lbs

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures				X	
Hazards					X
Wet and/or humid			X		
Noise					X
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.