



Job Description

Stage Technician

Reports to: Assistant Stage Manager

Job Function:

The **Stage Technician** will be responsible for the preparation, setting up and securing of all technical stage equipment and facilities for the production. He/She will need to cooperate with other members of the production team to ensure that all technical requirements of the production are met and that safety and service to clients is top priority. The Stage Technician works on a shift system and must assist other members of staff with other duties as required by Management for the smooth operation of the auditorium.

Naparima Bowl's operations are guided by the highest levels of professionalism and service to both internal and external colleagues and clients. All activities must therefore be in alignment with its approved operating guidelines and standards, and all legal, statutory and regulatory requirements.

Principal Duties and Responsibilities:

1. Ensures the Operation and positioning of the following mechanical lifting systems for scenery and equipment:
 - Fire Curtain, Fly Bar System, Stage Wagons, Flown Acoustic Reflectors, Free Standing Acoustic Reflectors, House Curtain and an adjustable Proscenium Masking.
2. Assists Set Designers, Technical Theatre Technicians in Lighting and Audio in bringing down the fly bars to load on the required sets, lighting and audio equipment and to adjust the side lighting.
3. Build cues by creating mini programmes for the production on the Stage Machinery System Console.

4. Installs and removes the Dance Mats for dance productions.
5. Assists the Lighting Technicians and Audio Technicians in loading the requisite lighting and audio equipment.
6. Moves in-house furniture and production and other equipment from storage areas for set up on stage, in Lobby, VIP Reception Area and Administrative Office.
7. Ensures that the production company removes all of their equipment and materials from the stage area after every production, including sets, props and stage markings.
8. Cleans all technical equipment as instructed.
9. Operates Stage Machinery System Console.
10. Secures the auditorium's theatre stage property.
11. Any other duties as may be required by his/her Supervisor.

Qualifications and Experience:

Candidates are required to possess formal training in areas related to technical stage lighting, as evidenced by any of the following:

- Certification in Technical Theatre Lighting.
- Experience in a multi-functional venue
- Considerable experience in Theatre Lighting
- Education as evidenced by 'CXC' O'Level Passes (English & Math an asset)
- Computer literate-able to work in PC and Macintosh environment.
- Any equivalent combination of experience and training.

Knowledge:

- Considerable knowledge of theatre production including lighting, sound and rigging
- Considerable knowledge of stage lighting design.
- Knowledge of the basic principles and theory of electricity/electronics.
- Knowledge of the hazards and safety precautions of the electricity trade.
- Computer literate.

Skills:

- Excellent interpersonal and communication skills
- Excellent problem solving skills.

Abilities:

- Ability to function well in a high pressure environment
- Ability to establish and maintain effective working relationships with other employees



Job Description

Stage Technician

- Ability to work with tight deadlines