

ASU Kerr is seeking an experienced event professional to assist with the coordination of the technical elements of stage production, which include lighting, sound, scenery and equipment rental, and acts as event supervisor of the part-time staff on assigned shows. The ideal candidate must be able to work independently and directly with renters, artists and vendors but some show duties will be in collaboration with the Technical Director, who supervises this position.

#### Primary Responsibilities

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- Coordinate and execute all technical elements including lighting, rigging, video, sound systems and equipment set-up
- Share responsibility with Technical Director of conferring with clients on technical rider portion of contract to determine lighting, audio and other stage and set-up requirements, equipment needed and feasibility of plan with equipment available
- Coordinate the design and/or designs lighting, audio, video as well as other elements of events
- Coordinate with other technical production staff and/or Production Managers within ASU Cultural Affairs in production related matters
- Coordinate with clients well in advance and read contracts to ascertain needs for the production, in order to complete estimates for those needs in a timely fashion and follow up with clients
- Document meetings with clients to create maps/diagrams and event set-up specifications
- Determine staffing needs and schedule crew for events monthly
- Arrange for outside labor when needed
- Prepare budget/estimate for events as needed, monitor expenses and inform appropriate party if approaching budgetary limit, and obtain permission before exceeding budget
- Communicate clients' needs to other staff members and keep physical and electronic files up to date for others to reference
- Prepare reports such as event reports, event evaluations, attendance sheets, industrial injury summaries and expenditure summaries
- Supervise and work with production staff on events to ensure a smooth performance
- Oversee and maintain inventory on all items and equipment, participates in ordering
- Perform safety checks on equipment and facilities ensuring safety guidelines are being met.
- Prepare proposals for needed equipment and safety policies
- Schedule cleaning company and oversee work during event changeovers
- Perform minor repairs on technical equipment as needed, and help make sure larger repairs are coordinated and completed in a timely fashion
- Communicate needs to grounds maintenance company and help maintain venue plant life
- Sells concessions as needed, including alcoholic beverages. Requires completing a basic liquor law certification training course as required by law
- Provide tours of facility as needed
- Build the occasional set piece, requiring basic woodworking and painting
- Maintain up-to-date skills in all major computer operating systems (Windows/OSX/iOS/Google Chrome/Android), including software such as Microsoft Office, Venue Ops, When to Work, ShowCueSystems, QLab and Adobe Premiere/Photoshop among others as needed
- Run errands, which may require driving a 7-passenger van and/or electric golf cart
- Develop a personal code of conduct to help ensure our work environment is welcoming, equitable and supports our department mission and core values along with the ASU Charter
- Coordinate special projects as assigned and perform other duties as needed

#### Knowledge and Skills Desired

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- Knowledge and experience with musical and non-musical theater production, orchestral music, rock/pop concerts, live session recording, outdoor festivals and multimedia presentations
- Knowledge and skill in stage management, digital audio protocol, production procedures and technical details

- Knowledge of work rules for IATSE, life safety and fire codes, especially involving egress and occupancy
- Ability to work independently after receiving guidance.
- Computer skills needed: Microsoft Office, Venue Ops, When to Work, show production programs such as ShowCueSystems, PowerPoint and Adobe Premier/Photoshop among others and maintains up-to-date skills in all major computer operating systems (Windows/OSX/iOS/Google Chrome/Android)
- Demonstrated good judgment and ability to set priorities
- Ability to drive on university business and possess a valid US driver license upon employment
- Skill in both verbal and written communication

#### Minimum Qualifications

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- Bachelors' degree in Theatre or a related field AND one year of stage management and theater production experience; OR
- Five years of stage drama experience, which includes one year of stage management and theater production experience; OR
- Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

#### Department Statement/General Information

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ASU Cultural Affairs is comprised of three units - ASU Gammage, ASU 365 Community Union and ASU Kerr. Through the mission of *Connecting Communities*™, ASU Cultural Affairs makes an impact across the Valley of the Sun through the arts, entertainment, education and events.

ASU Kerr Cultural Center is a one-of-a-kind, 250 seat, true adobe venue like no other in the Valley. Each season, ASU Kerr welcomes a carefully curated selection of performances that represent the spirit and vision of its namesake Louise Lincoln Kerr.

ASU Cultural Affairs is committed to providing a welcoming, equitable and respectful environment for all in order to realize our mission of *Connecting Communities*™ through the arts, entertainment, education and events. Our core values serve as a guide for daring engagement, respectful dialogue and cross-collaboration. Learn more about our commitment and values at <https://www.asugammage.com/about/asu-cultural-affairs-core-values>

To learn about ASU Kerr, visit: [asukerr.com](http://asukerr.com)

To learn about the ASU Charter and goals, visit: [president.asu.edu/asu-mission-goals](http://president.asu.edu/asu-mission-goals)

Total compensation at ASU is more than the salary paid for the valuable work performed. You can estimate the approximate value of your overall compensation here: [cfo.asu.edu/compensation-estimator](http://cfo.asu.edu/compensation-estimator).

You also receive the following:

- Comprehensive package of affordable health benefit plans and programs: [cfo.asu.edu/benefits](http://cfo.asu.edu/benefits)
- Access to world-class educational opportunities at deeply discounted rates
- Paid holiday, vacation and sick leave
- Matching retirement contributions
- Discounts from a variety of vendors and service providers for personal expenses

Posted salary: \$17.30 to \$19.24 per hour; DOE

Close Date: September 7, 2021 at 3pm.

How to Apply: Visit [cfo.asu.edu/hr-applicant](http://cfo.asu.edu/hr-applicant) and search the staff positions for 70798BR.

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history. ASU is an Equal Opportunity/Affirmative Action employer.