

# BRUNSWICK COMMUNITY COLLEGE

## Job Description

**Job Title: Technical Specialist**  
**Reports to: Auditorium Director**

**FSLA: Non-Exempt**  
**Date: July 2016**

**The incumbent in this position is expected to support the College in achieving its missions and goals. Student focus, college service, and a willingness to assist as needed are expected from all employees.**

### GENERAL FUNCTION:

Under general direction, performs technical and support work for the Odell Williamson Auditorium, the Virginia Williamson Event Center and Campus Events. Work involves the responsibility for all technical aspects of productions and rental productions including set up, run, operation, and striking of shows; performing all aspects of stage lighting, sound production, including digital, special effects, stage fly systems, theatrical stage, rigging and safety. Handles responsibility for supervision and training for all part-time technical personnel. Handles responsibility for implementing maintenance plans for the theatre and theatrical systems.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides the safety of audience, performers, and crew
- Reviews technical riders for professional companies performing at the facility
- Develops technical riders for local organizations and community groups as well as needs assessment for each reviewed technical rider
- Contacts the production personnel of each user group to assess specific technical needs
- Arranges for rentals, deliveries, and pickups of all necessary equipment in Odell Williamson Auditorium inventory
- Develops budgets for each technical rider
- Determines and schedules technical crews to meet with technical riders
- Performs maintenance on lighting equipment, sound equipment, cable, connectors, etc; establishes and maintains safety equipment
- Keeps inventory of expendable theatrical supplies such as lamp, color filters, gaffer's tape, connectors, etc
- Recommends to Odell Williamson Auditorium Director the purchase of replacement and new equipment as needed and a yearly technical budget
- Interviews, recommends, and train new technical personnel
- Supervises all technical crews before, during, and after each performance
- Pre-hangs and insures all lighting fixtures are functional for each performance
- Sets up speakers, cable, sound consoles; arranges curtains, backdrops, set pieces as needed for each performance
- Performs focus and color lighting fixtures for each performance; ties in three- phase power for lighting and sound equipment as needed for each performance
- Performs the operation of single purchase fly system
- Ties in single-phase power for buses at events
- Supervises loading and unloading of production trucks
- Receives and/or reviews various records and reports such as technical riders, lighting plots, stage plot, Odell Williamson Auditorium schedule, and staff meeting
- Prepares and/or processes various records and reports such as budgets, timesheets, work schedules, lighting plots, and stage plots
- Refers to technical riders, lighting plots, stage plots, inventory, budgets, policy and procedure manuals, codes/laws/regulations, publications and reference texts, etc.
- Operates or supervises a variety of equipment such as sound control console, lighting control console, counter weight fly system, personnel lift, lighting and sound fixtures, printer, desktop computer, scanner, CD burner, lighting console, etc.
- Uses a variety of tools such as multimeter, wrenches, adjustable end wrench, screwdriver, socket wrenches, etc.; a variety of supplies such as theatrical lamps, color filters, electrical audio cable, gaffer's tape, batteries, etc.; and a variety of computer software such as Microsoft Word, Microsoft Outlook, Microsoft Excel, Light Wright, ETC edit, etc.

### MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 5 to 6 years of theatrical setting experience or an equivalent combination of education, training, and experience that provides the required knowledge, skills, or abilities
- Excellent communication, interpersonal, and organizational skills
- Proficiency with computer applications, general office software

**This is a full-time position. Salary range is determined by the candidate's education and experience. The position will remain open until filled and subject to budget availability. A completed and signed Brunswick Community College application, a letter stating your qualifications related to the position requirements, skills and abilities, transcripts, and resume are required. Applications may be found online at [www.brunswickcc.edu](http://www.brunswickcc.edu). Applicants should send all documents and inquiries to: Human Resources, Brunswick Community College, PO Box 30, Supply, NC, 28462. Fax (910) 754-8229 Telephone: (910) 755-7300**

**BCC is an Equal Opportunity Employer**