POSITION ANNOUNCEMENT

TITLE: THEATRE & EVENT MANAGER

DEPT: SUR/ AUXILIARY SERVICES

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $33,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Serve as the main supervisor of the theatre who will be responsible for maintenance of the theatre and all theatre equipment. This includes acting as sound and/or lighting engineer for theatrical performances, meetings, conferences, and recitals in the theatre as well as throughout the building. Serve as the main supervisor of the technical aspects of Fidel Center’s rented spaces. Responsible for overseeing all technical aspects of events held in Fidel Center as contracted by planners as well as being responsible for installation, operation and maintenance of the technical equipment. Assist with various equipment set up and tear down of functions taking place in Macey Center and Fidel center. Share responsibilities of “manger on duty” with Macey Center Director and Assistant Director as well as overseeing the day to day operation of the Macey Center building and Fidel Center’s rented spaces. Actively implement NMT strategic plan objectives.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition math. A minimum of three (3) years in the following- Special event preparation including A/V & IT and Supervisor skills. Individual must have a minimum of one (1) year experience with the following- Technical theatre, installing, troubleshooting and testing CAT3, CAT 5E, CAT6, fiber optic cables and understanding or hands-on experience with software development and web technologies. Experience and working knowledge with each of the following-Audio mixing consoles, lighting consoles, dimming systems/dimmers, light board programming, stage plots, 1&1 IONOS (web host), Audio processing units, Wireless lighting remote unit, Theatrical lighting fixtures, Lighting design for theatre shows, Tech riders, Galaxy Amber Series 3160 marquee with Venus control system, Monitor mixing, Architectural control system, LED moving lights, Counterweight rigging systems, and computer programming. Must possess the ability to understand, translate and implement theatre lighting plots, must understand the basic concepts of sound reinforcement in order to provide support to a variety of musical groups or sound requests by performance troupes and must be able to supervise a theatre/production crew to successfully execute each production. Individual must also possess concrete organizational, communication, problem solving and analytical skills along with a high value on a customer service and attention to detail/cleanliness. This position requires having the ability to lift 30-100lbs. on a frequent basis. Individual must be able to work nights, weekends and holidays as events require. Holidays will be assigned on a rotational basis among the Theatre/Event Manager, the Director and Assistant Director.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 017, Socorro, NM 87801-4796