BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Theatre Technician

DEPARTMENT: Community and Cultural Affairs/Human Resources

FUNCTION: Assists in the coordination and execution of the technical work needed for theatre productions and all other events housed in the theatre facilities, including the performing arts series and College events. Provides primary back-up to the Senior Technical Coordinator.

REPORTS TO: Senior Technical Coordinator

SUPERVISES: Assists with the supervision of student crews, student aides, and on-call employees

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Assists with all technical operations, phases of production, preparation and performance coverage in the Ciccone and Lab Theatres; supports the safe operation of the scene shop, lighting and sound equipment, and rigging and scenery
2. Collaborates with the Senior Technical Coordinator to oversee the build, load-in and load-out of college productions and helps supervise student crews.
3. Maintains, repairs/replaces, cleans and catalogues the theatre’s inventory, including lighting fixtures and instruments and shop power tools; updates the maintenance log accordingly.
4. Supports all other events and activities taking place in the theatre facilities and advises on technical requirements and staffing, including on-calls and student aides.
5. Coordinates production functions; plans, schedules and prepares for performances.
6. Provides coverage for the Senior Technical Coordinator during absences, including event supervision.
7. Plans and oversees the summer maintenance projects in the Lab and Ciccone Theatres.
8. Performs additional tasks or duties as assigned by the Senior Technical Coordinator or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possess knowledge of all codes pertaining to the theatre operations such as the fire code, electrical code, and OSHA. Requires working
knowledge of carpentry and scenic art. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Bachelor's Degree in Drama or Theatre Arts, with specialization in technical theatre is required; Master’s Degree or post-degree specialized training is preferred

**Experience:** Minimum of 1 year as a Theatre Technician preferred

**Other:** Flexible hours as necessary to support Theatre activities

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________  
Name/Title

Approved by: _____________________ Date: ____________  
Name/Title

Reviewed by: _____________________ Date: ____________  
Human Resources

Board Approval: _____________________ Date: ____________  
Board Member

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**