



PHONE

(812) 336-9300 *Box Office*
(812) 336-7110 *Admin*

ADDRESS

3133 N Westbury Village Dr, Suite 5
Bloomington, IN 47404

Job Title: Venue Technician

Job Designation: Regular Part-Time (Hourly)

Job Description: Under supervision and direction of the Production Manager, the Venue Technician will plan, organize, and perform technical and clerical support activities for renters at the Waldron Arts Center, Ted Jones Playhouse, and Constellation Studios (formerly Bloomington Academy of Film and Theater). When rentals do not conflict Venue Techs will also be scheduled to support Constellation productions throughout the season. Venue Techs ensure the safe operation and maintenance of theater sound, lighting, rigging, and related equipment and systems used in support of stage productions, meetings, and all rentals and related events. They also assist with a variety of clerical duties, including data entry and inventory management, and perform related duties as required.

Constellation staff will train all Venue Techs on the equipment and procedures in each space.

Key Responsibilities:

The following duties are typical for the Venue Technician position. Techs may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize and implement the maintenance and operation of performance-related equipment at the Waldron Arts Center, Ted Jones Playhouse, and Constellations Studios including lights and lighting control panels, sound equipment, microphones, sound boards, speakers, special effects equipment and other technical systems used during rentals, performances and rehearsals.
2. Program sound equipment, lighting equipment, and other technical systems in advance of performances and productions; troubleshoot and resolve problems with production equipment.
3. Coordinate with General Manager and Production Manager to meet renters' needs regarding equipment and staffing, and provide on-site technician-related skills and services during renters' allotted time
4. Monitor the condition and organization of equipment, including lighting, sound, and rigging equipment; notify supervisor of the need to repair and replacement equipment.



5. Utilize and enforce proper safety practices and procedures.

6. Attend Electrics work calls for Constellation Productions

Desired Skills:

- Experience in building/rigging and operating stage lighting, pro audio systems, and video equipment.
- Setting up and tearing down flooring, portable chairs and risers, barricades, curtains, staging, tables and other furnishings and equipment.
- Knowledge of tools and equipment to operate and maintain technical inventory.
- Proficiency with Windows and Mac OS, Google workspace. Experience with QLab, ETC Eos family, CAD, Vectorworks, and/or Adobe Suite a plus.
- Ability to manage multiple projects at one time.
- Following safety protocols and procedures to ensure the safety of all performers and audience members during tech rehearsals and performances
- Skills related to client-oriented communication a plus

Physical Requirements:

- Must be able to work in a standing position for extended periods of time on a daily basis.
- Position requires regular bending, twisting, crawling, and kneeling.
- Must be able to regularly lift and carry 50 pounds without assistance.
- Must be able to regularly lift and carry 75 pounds with assistance.
- Must be able to climb and work from ladders, lifts, and scaffolding.
- Position requires occasional periods of work on hands and knees.
- Must be able to perform occasional overhead work.
- Must be comfortable working in environments with moderate to loud noise levels
- Must be able to work variable hours, nights, and weekends

Hours:

Renters will primarily be using these spaces on evenings and weekends, but some weekday daytime availability will be required for load-in/load-out days. Hours will vary from month to month, with the goal of scheduling taking place 1 month in advance so that all Venue Techs have adequate notice of when they will be needed.

Diversity, Equity, and Inclusion

Constellation believes that greater diversity of viewpoints and lived experiences will result in a better, more relevant organization, and we encourage people across lines of race, gender identity, sexual orientation,



ability, religious tradition, and more to apply. For more information on our diversity, equity and inclusion initiatives, visit seeconstellation.org/about/dei.

Rate: Starting rate of \$18/hr

Start date Training will begin in August

How to Apply

For more information or to apply, please email Chad Rabinovitz, Artistic Director of New Works at chad@seeconstellation.org with the subject line "Venue Technician Application."

Applicants may consider submitting any one (or more) of the following: a cover letter/letter of interest, resume, website, portfolio, personal profile, and/or video. Please include up-to-date contact information and references.

Application deadline (if applicable): August 8th

Background Check: Incumbent will be required to undergo a background check as a condition of employment.

About Constellation Stage & Screen:

[Constellation Stage & Screen](#) is a new, non-profit theater and film production company, formed as a result of a merger between Cardinal Stage, Bloomington Playwrights Project and Pigasus Institute. The organization will begin operations July 1, 2022. In addition to producing a full theatrical season, developing new work for stage and screen, and offering numerous educational programs, Constellation will be managing the Waldron Arts Center and the Ted Jones Playhouse.

Mission: The mission of Constellation Stage & Screen is to produce world-class theater and film that impacts the national performing arts industry through new work development. Our productions, community events, and education programs serve as a leading contributor to the cultural and economic vibrancy of Bloomington, Indiana.

Vision: Constellation Stage & Screen is an arts and culture leader rooted in the Midwest, redefining the development and creation of theater and film, while cultivating and sharing the creativity of our community.

Values: At Constellation Stage & Screen, our shared values serve as guideposts as we work daily in service of our audience, our craft, our community, and our organization. The array of values we share can be characterized by three core beliefs. First, we believe in the power of theater and film to simultaneously entertain and engage audiences. Second, we believe that the arts are vital to the quality of life for every



individual and essential to the overall health of our community. Third, we believe these values should be lived internally by providing a welcoming and supportive workplace that nurtures our staff, artists, and board.