

ESSENTIAL TASKS AND RESPONSIBILITIES (EXAMPLE OF DUTIES)

- Manages all aspects of technical requirements and equipment for division programs, events, activities, facilities and venues under the direction of the Auditorium Coordinator.
- Provides planning, implementation and on-site technical coordination management for indoor and outdoor program venues and facilities, including the Broomfield Auditorium, SL75 Mobile Stage, Jefferson Academy and other offsite venues as required.
- Consult on event needs, design, implement and operate indoor and outdoor lighting, sound and A/V system for division and rental events and programs.
- Manages technical consultation, coordination and implementation of facility rental programs in coordination with the Arts and History Operations Coordinator, including:
 - Scheduling, conducting and compiling documentation for technical consultations for rental groups
 - Scheduling of Auditorium Technical Assistants at appropriate levels for rental events and activities and monitoring part time staff budgets
 - Administering, and/or delegating technical requirements for rental events and programs as required and appropriate
 - Liaising with rental groups for technical requirements, including available equipment, staff roles and responsibilities, and setting appropriate expectations for both rental groups and staff as necessary
 - Manage and enforce technical policies and procedures for rental program and support general guidelines
 - Reviews condition of facility before and after use to determine if repairs or extra cleaning is necessary
- Oversees technical new purchases, inventory and maintains maintenance and asset replacement schedule for all technical equipment, including light and sound equipment and supplies
- Recommends and implements modifications for technical aspects of programs, systems, policies and procedures.
- Enforces all rules and regulations of programs and facilities. Supports development, implementation, training and leading of emergency protocols and procedures for events and venues.
- Recruits, trains, supervises, schedules, coaches and evaluates Auditorium Technical Assistants. May also supervise volunteers, interns and temporary staff as needed.
- Operates a motor vehicle and hydraulic lift as needed.
- Provides support to the full Arts & History division team as necessary.
- Collaborates with Library, Arts, History and CSU Extension staff to avoid duplication of service and to incorporate community feedback in program evaluation.