JAHC Technical Manager/Event Crew Supervisor

The Centennial Hall Technical Manager oversees the technical production of events in Centennial Hall and at the Juneau Arts and Culture Center. Working closely with the facility users, and under supervision of the Centennial Hall Facility Manager, this person plans and implements room and equipment needs for events, supervises Event crew for set up and take down of events at Centennial Hall. This person is responsible for the inventory of equipment (repairs, maintenance, purchases as needed), and is responsible for the overall safety and cleanliness of the facility.

General areas of focus are:

**Event production**
- Work closely with client and Facility Manager to determine technical requirements (lighting, sound, video, other as needed) for events.
  - Prepares concise preplanning documents.
  - Develop work plans for event production and supervise the Event crew required for set up and take down.
  - Monitor events to ensure compliance with safety, fire, and health codes.
  - Facilitate the production of the event by the client providing advice and assistance as needed.
  - Ensure that the facility is prepared in a timely manner, and help plan set up, take down, and custodial work.

This person will
- Meet with clients well in advance of their events to develop plans and provide technical advice and support as needed, recognizing that clients come with varying degrees of event production knowledge.
- Work with Event Manager and Facility Manager to Maintain easy to follow comprehensive work orders by room updated daily as a communication tool to ensure smooth operations of the facility and efficient event production.
- Troubleshoot equipment and technical problems as needed.

**Building Management**
- Maintain the storage areas, work areas, tools, supplies, trash and loading area in a clean, well organized condition, and attend to repairs and maintenance as needed.
- Maintain an inventory of equipment. Participate in budgetary decisions related to building equipment and maintenance.
- Participate in and provide staff training in health, safety, fire code, tool and equipment use, and be compliant with appropriate regulations.
- Is a direct supervisor for the Event Crew.

**Office Operations:**
- Provide information to the House Manager needed for accurate billing for an event.
- Contribute to fiscal success of the operation through attention to budget, suggestions for cost savings, cost comparisons.
- Organize and participate in regular training on use of the facility, safety, and equipment, for both CH and JACC staff.

**Successful applicant will have:**
Training in event production: Technical skills in lighting, sound, engineering customarily part of events. Knowledge of safe rigging practices, health and safety concerns in cleaning and maintenance of the building.
  ● Experience with tools and equipment.
  ● Knowledge of event software necessary to develop drawings for event plans, able to use Word, Excel, Google and ability to learn varied computer programs as needed.
  ● Able to climb ladders, work at heights of up to 30 feet, lift up to 75 pounds, bend, crawl, and kneel.
  ● Customer Service experience, and a sense of hospitality.
  ● Organizational skills, supervisory experience, and ability to work as part of a team.

About the job:
  ● This is an hourly position (and may be salaried), and the pay depends on experience and the set of responsibilities assumed.
  ● Employment is at-will, and is subject to a two-month probationary period. Leave time of 1.5 days/month accrues after the first two months. Seven paid holidays + two personal days for full time employment.
  ● Hours are flexible, and may be tailored to meet personal needs as much as possible.