JAHC Technical Manager/Event Crew Supervisor

The JAHC Technical Manager oversees the technical production of events in Centennial Hall and at the Juneau Arts and Culture Center (JACC). Working closely with facility renters/clients, and under supervision of the Centennial Hall Facility Manager, this person plans and implements building and equipment needs for events, supervises Event Crew for set up and take down of events at Centennial Hall and the JACC. 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.

Duties and Responsibilities Include:

Event Production
- Work closely with clients and Facility Manager to determine technical requirements (lighting, sound, video, other as needed) for events.
- Prepare clear and 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, maintenance and custodial work.
- 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 Facility Manager to maintain easy-to-follow comprehensive work plans, updated daily.
- Act as direct supervisor of the Event Crew.
- Troubleshoot equipment and technical problems as needed.

Building Management
- Maintain all storage and work areas in a clean, well-organized fashion, and attend to repairs and maintenance as needed.
- Maintain an up-to-date inventory of all technical equipment.
- Participate in budgetary decisions related to building equipment and maintenance.
- Participate in and provide staff training in OSHA compliance and all appropriate regulations, including safety, fire code, and tool/equipment use.

Administrative Operations
- Provide information to the Facility Manager needed for accurate billing for an event.
- Contribute to fiscal success of the JAHC 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.
Desired Skills/Experience/Qualifications

- Minimum two years’ experience coordinating operations in a large, multi-use facility or related field.
- Skilled in the setup, operation and maintenance of lighting, sound, and staging customarily part of live events.
- Knowledge of safe rigging practices.
- Knowledge of health and safety protocols related to cleaning and maintenance.
- Experience with all tools and equipment used in the production of live events.
- Knowledge of Vectorworks, Microsoft Office, Google Workspace. Ability to learn additional programs as needed.
- Excellent communication and interpersonal skills. Ability to navigate the planning of events with a sense of competence and diplomacy.
- Excellent organizational skills, supervisory skills, and ability to work as part of a team.
- Able to climb ladders, work at heights of up to 30 feet, lift up to 75 pounds, bend, crawl, and kneel.

About the Job

- This is a full-time hourly position, starting rate is $30/hr, with a guarantee of minimum 40 hrs/week.
- A health reimbursement program of $200/mo is available in addition to salary.
- 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 per year.
- Hours are flexible, and may be tailored to meet personal needs as much as possible.