



## **Position Open Notice**

### **Fine Arts Auditorium Technical Supervisor**

Thatcher, Arizona

#### **College and Area Information:**

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

#### **Job Summary:**

The Fine Arts Division of Eastern Arizona College invites applicants for a full-time academic staff member. The primary responsibilities of this position are overseeing technical production for all Theatre and Music Department performances and outside events. In addition, this position will oversee the purchase and maintenance of sound and light equipment and the general operation and security of the Fine Arts Auditorium. Responsibilities also include teaching Introduction to Stage Lighting, mentoring student sound and lighting designers, and other courses commensurate upon experience.

#### **Position Summary and Organizational Relationship:**

The Fine Arts Auditorium Technical Director reports to the Fine Arts Director.

#### **Required Qualifications:**

Required qualifications to effectively perform the job. An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree in Theater Production/Design or a closely related field.
- Professional experience in theatrical production.
- Current knowledge and skill in audio, lighting, and stage production technology Thorough knowledge of fly system safety and operation.
- Ability to execute the physical demands of light and sound hangs including the climbing of ladders when needed.
- Excellent communication skills for working with music staff, theater staff, directors, and performers.
- Experience teaching theater tech courses.
- A clear understanding of and commitment to the community college philosophy and goals.
- Willing to be flexible in schedule to work days, nights, weekends, holidays, and (occasionally) on-call as needed.

#### **Preferred Qualifications:**

- Master's Degree in Theatrical Production, Lighting Design, or a closely related field.
- Thorough knowledge of lighting technologies including wiring, rigging, DMX protocols, a variety of luminaires, diming and power distribution systems, control systems, LED technologies.
- Experienced with theatrical-style sound consoles and using VCA's or DCA's to mix down large numbers of microphones.
- Demonstrated experience in creative endeavors and scholarly activity.
- Experience in the use of Smaart software for tuning sound systems.
- Experience working in a fast-paced environment and managing multiple tasks simultaneously.
- Ability with Qlab, Vectorworks, and/or AutoCAD, sound recording/editing software.
- Ability to Teach semester-length courses in Lighting Design and/or Sound Design.

#### **Essential Functions:**

- Provide lighting and sound design and execution for theatre productions, music, band, and choral concerts, dance recitals, and occasional lectures or events in the mainstage auditorium and black box theatre.
- Provide beginning-to-end audio engineering support for audio & technical needs, including load-in, sound check, live mixing during performances, and load-out.
- Mentor student lighting and sound designers and technicians.
- Hire, train, and supervise student workers in the areas of sound and lighting.

- Train lighting and sound crew on safe operation of the fly system.
- Supervising lighting hangs, focus, load-ins, and loud-outs.
- Serve as Head Technician.
- Attend monthly Fine Arts Division meetings as well as monthly Department meetings.
- Maintain and adhere to safety procedures and protocols.
- Research and recommend sound, lighting, and stage equipment purchases.
- Assist in scheduling EAC Fine Arts Auditorium events.
- Oversee the maintenance and repair of all sound, lighting, and stage equipment.
- Prepare an annual budget for the EAC Fine Arts Auditorium.
- Travel as necessary to support choir, band, and theatre department activities.
- Maintain an up-to-date production equipment inventory for the EAC Fine Arts Auditorium.
- Supervise the security of the EAC Fine Arts Auditorium.
- Serve on committees as assigned and perform other duties as assigned.

**Application Information:**

Applicants should 1) send a letter of application addressing the required and preferred qualifications and describing experience related to the position responsibilities, 2) a curriculum vita (or resume), 3) a digital portfolio, and 4) transcripts (if copies are sent, official transcripts must be on file prior to the date of hire) and 5) a minimum of three written confidential letters of professional references along with 6) a signed copy of the EAC application form available on EAC's website ([EAC Application Form](#)) to [careers@eac.edu](mailto:careers@eac.edu) or materials can be mailed to the address listed below:

Eastern Arizona College  
 Human Resources – SS 209  
 615 N. Stadium Avenue  
 Thatcher, AZ 85552-0769

**The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.**

**Closing Date:**

The position is **open until filled**. Review of Applications begins Monday, **June 3, 2024**. Applications received by that date will be given priority. A decision is anticipated by **July 8, 2024**.

**Compensation and Position Availability:**

The initial position compensation range is **\$60,820.50- \$65,499.00 (exempt)** per the current 12-month salary schedule, including a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is **September 1, 2024**.

**Questions:**

Human Resources Department  
 Voice: (928) 428-8915  
 FAX: (928) 428-2576  
 E-mail: [Careers@eac.edu](mailto:Careers@eac.edu)

**EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.