

TIBBITS OPERA FOUNDATION & ARTS COUNCIL

JOB DESCRIPTION

Title: Facility/Production Assistant

Reports to the Production/Facility Director

Job Status: Part-time hourly including nights and weekends (based on 20-30 hours per week)

Supervisory responsibilities: renters, volunteers, casual part-time staff hired for shows

Education/experience required: High School Diploma required, degree or equivalent experience preferred

Skills Needed:

- Building maintenance, carpentry, mechanical, plumbing, electrical skills helpful
- Ability to lift and carry materials, operate counterweight system, operate light and sound equipment
- Ability to use tools and equipment related to maintenance and repairs
- Ability to move to all areas of the facilities, sometimes required to climb a ladder, enter small and or high places
- Communication skills
- Supervisory experience
- Theatre technical experience helpful
- Computer literacy
- Customer service

Job Summary: Assist with productions and facility maintenance for Tibbits Opera House. Work with Facility Manager to provide technical oversight and theatre support for events.

Key Responsibilities:

Facilities Management

1. Assist with cleaning, maintenance and repair for theater and other Tibbits spaces—offices, shops, house
2. Assure buildings are clean and prepared for the public and all upkeep and maintenance is accomplished in a timely manner and as directed by the facility/production director
3. Follow proper procedures to open and close the theatre for events as scheduled
4. Protect the interests of Tibbits - the buildings, equipment, costumes, sets and props
5. Complete event production report when scheduled
6. Work cooperatively with volunteers, renters and community
7. Present a positive image of Tibbits within the community

Rental Group Assistance

1. Serve as support and customer service representative to groups using the theatre
2. Assist with preparation of the theatre for rental groups
3. When Production/Facility Director is not onsite, act on his behalf representing the theatre and protecting its assets.
 - a. Supervise move-ins, set-ups and productions for groups
 - b. Assure that groups' volunteers know how to handle the facility and equipment
 - c. Provide theatre technical support; run the light board, assist with sound and stage effects
 - d. Assist groups' assigned stage manager and other production personnel while in the theatre
 - e. Communicate schedule and information to appropriate staff

Touring artists and Tibbits sponsored events

1. Assist as directed on Tibbits sponsored events including touring artists, special events, Tibbits Young Audiences productions, film series and school programming
2. Perform stage hand/stage manager duties as required for each event

Perform other related duties and responsibilities as required or assigned.

Tibbits Opera Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.