



Mission and Objectives: *BlackRock Center for the Arts brings inspiring performing and visual arts experiences to diverse audiences in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.*

Title: Technical Associate

Location: Germantown, MD

Duration: Part-Time (Hours Depend on Event Schedule)

Salary: \$20/hour

Reports to: Technical Director / Director of Operations

About Us:

BlackRock Center for the Arts, the leading venue for the performing and visual arts in Upper Montgomery County, MD, provides the community with the highest level of quality performances, free gallery exhibitions, and arts education classes in a welcoming and intimate setting close to home.

Reaching more than 40,000 people per year, BlackRock presents performances featuring top regional, national, and international touring talent from the worlds of jazz, blues, Celtic, folk, world, and bluegrass, as well as a contemporary theater for audiences of all ages.

Job Description:

The Technical Associate will work under the supervision of the Technical Director, Director of Operations, and other full-time BlackRock staff to ensure the successful technical execution of performances, special events, and rentals including equipment rental, use, setup, strike, and more. In addition, the Technical Associate will work with full-time staff to ensure quality maintenance of the technical aspects of BlackRock's performance, event, gallery, and rental spaces including lighting, sound, rigging, and video equipment as needed.

Duties and Responsibilities:

1. Supports day-to-day operations at Black Rock Center for the Arts, including rehearsals, performances, special events, load-ins, strikes, changeovers, and maintenance.
2. Executes the set-up, operation, maintenance, and strike/clean-up of lighting, sound, and projection equipment.
3. Ensures that all equipment and facilities are used in a safe manner.
4. Implements user group technical requests, with advisement and direction from the theater's full-time staff.
5. Periodically acts as the technical lead for events in absence of full-time staff.

6. Assists full-time staff in the mentoring and training of Technical Assistants and Interns
7. Performs miscellaneous job-related duties as assigned.

Qualifications/Skills:

1. Must provide proof of vaccination for COVID-19.
2. Ability to lift, push, or maneuver up to 50lbs.
3. Ability to climb ladders and work in high places.
4. Must be willing to work flexible hours, including evenings, weekends, and some holidays.
5. General knowledge of theatre and event best practices for health and safety.
6. General knowledge of theatrical audio, lighting, and projection equipment, including use and maintenance.
7. General knowledge of computers, (includes navigating and light troubleshooting of Mac/PC operating systems and experience with Microsoft Office Suite).
8. Strong verbal and written communication skills.
9. Strong critical thinking skills and proactive problem-solving ability.
10. Ability to work well with a team, both as a lead and in a support role.
11. CPR, AED, & First Aid certification preferred but not required.
12. Valid driver's license preferred but not required.
13. Authorized to work in the United States

Essential Experience:

Any combination of training and experience equivalent to graduation from high school supplemented by courses in theatrical production, or 1-3 years of experience in the professional field, including stage lighting, audio, projections, carpentry, & run crew.

Application Information

Please submit the following items:

- Cover Letter
- Resume
- Three References

To submit your application via email (.PDF or .DOC), please insert the words "Technical Associate" into the Subject line. Only qualified applicants will be contacted.

Please direct all submissions to: jobs@blackrockcenter.org.

DATE PREPARED: OCT 2021

*Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability or national origin.