



*To be a leader in promoting artistic offerings to our increasingly diverse community with an emphasis on fostering a cooperative spirit to positively impact the local economy and community.*

**Job Description for Job Title: Assistant Crew Head - Amaturio Theater**

**GOAL**

The Assistant Crew Head supports the Head Electrician, the Head Sound and the Head Carpenter by providing excellent technical knowledge, supervising the union crew when necessary, guaranteeing a safe work place and providing excellent customer service to ensure a positive experience for all artists, clients and their staff in order to maintain the Broward Center for the Performing Arts' image as a premiere performing arts center.

**OBJECTIVES**

- To provide responsive and timely support and technical assistance to all internal and external customers, including PACA Management, union workers, BCPA employees, and clients.
- To use all of the resources available to provide high quality technical services in the most cost effective manner.
- To keep the Head Electrician, the Head Sound and the Head Carpenter informed regarding current issues and opportunities facing the union stage crew, and all other relevant daily operational issues, especially issues that would have an impact on safety, cost or time.
- To immediately notify the Head Electrician, the Head Sound, the Head Carpenter and the Production Department of any hazardous activity pertaining to the stage or stage crew.
- To maintain ongoing communication with PACA Management, the Director of Production, the Production Department, the Head Electrician, the Head Sound and the Head Carpenter.
- To provide customers, both internal and external, with the highest quality technical knowledge and service in order to ensure a smooth execution of events.
- To develop and maintain a positive, productive relationship with PACA Management to ensure that proper implementation of the Collective Bargaining Agreement is maintained in order to preserve a positive and effective working environment.
- To ensure a safe work place.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Will utilize professional interactions and effective communication to develop positive productive relationships with all artists, clients and their staffs.
- Will maintain ongoing communication with the Head Electrician, the Head Sound, the Head Carpenter, the Director of Production and the Production Department.

- When assigned as Head Electrician, Head Sound or Head Carpenter, will utilize effective and efficient management strategies with the union crew.
- Will communicate crew issues with the Head Electrician, the Head Sound, the Head Carpenter and PACA Management to ensure that all issues and opportunities are addressed in a timely manner.
- When assigned as Head Electrician, Head Sound or Head Carpenter, will efficiently manage the assigned Department by making decisions regarding technical emergencies, safety, financial interest of the client, financial interest of the Broward Center for the Performing Arts, and all provisions of the Collective Bargaining Agreement.
- Will inform the Director of Production of any issues or opportunities related to maintaining a safe and functional working environment, and will provide documentation of these issues based on cost, necessity, and timeliness.
- When assigned as Head Electrician, Head Sound or Head Carpenter, will interpret the union contract in consultation with Director of Production and/or the Head Carpenter.
- When assigned as Head Electrician, Head Sound or Head Carpenter, will execute and supervise the daily tasks and activities of the assigned Department, including crew training and delegating responsibilities to the crew.
- Will be accountable for ensuring that the union crew works with professionalism, while ensuring safety.
- Will be responsible for maintaining knowledge of the most current safety procedures for work areas and equipment.
- Will complete additional responsibilities as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and skilled in technical theater, with an emphasis on electrics, lighting, and sound, with experience crossing over departmental lines in the areas of carpentry, rigging, and properties.
- Able to manage large crews in a fast paced environment at a major performing arts center.
- Able to provide effective leadership.
- Knowledge of and skilled in setting up, operating and maintaining professional sound systems.
- Knowledge of and skilled in operating FOH consoles and monitor consoles for major theatrical events and live concerts.
- Knowledge of and skilled in interpreting and implementing light plots, instrument schedules, etc.
- Knowledge of and skilled in working with rep plots.
- Knowledge of and skilled in operating and maintaining follow spots and all other stage lighting equipment.
- Knowledge of and skilled in the interpretation and implementation of union collective bargaining agreements.
- Able to work independently and as part of a team.
- Able to provide excellent customer service.
- Able to multitask effectively.
- Responsible for maintaining the quality of all equipment.
- Able to manage and resolve unexpected situations on a regular basis.
- Able to communicate effectively.

- Able to handle physical effort by lifting at least 50 lbs, walking, standing, climbing, working at heights up to 100 feet, and loading and unloading trucks.
- Able to work a flexible schedule including nights, weekends, and holidays on a regular basis.
- Able to work effectively and positively with others.

If you are an individual with outstanding leadership and management skills who is eager to become part of a progressive, performance oriented team, please submit a resume and list of references (3 minimum) to: [ahmsearch@browardcenter.org](mailto:ahmsearch@browardcenter.org). (Resumes should be Word documents attachment to e-mails only). Preference will be given to local applicants. **No Phone Calls Please!** PACA encourages minority participation and is an Equal Opportunity Employer.