

# Job description – Production Technician

**About us** The Hawaii Theatre Center is a small, creative-led non-profit in the heart of Honolulu. Our mission is to offer our community a broad range of high-quality entertainment, cultural, and educational programs. We aim to enrich the quality of life in Honolulu through connection and art. Hawaii Theatre Center is a venue for internationally acclaimed artists visiting the island and is known as the Pride of the Pacific.

Our work environment includes:

- Lively atmosphere
- Regular social events
- Fast paced environment
- Unique company perks

The Production Technician plays a vital role in ensuring the seamless execution of all production backstage. Reporting to the Director of Theatre Operations and Facilities and Operations Manager, they are responsible for addressing and resolving operational challenges related to sound, lighting, stage management, playback LED walls, and projections. Additionally, they may be required to operate sound or lighting equipment as needed. This position requires a reliable, personal, and service-minded individual who thrives in a fast-paced, event-driven environment to ensure shows and events are professionally executed.

## **KEY DUTIES AND RESPONSIBILITIES:**

- o Assist Director of Theatre Operations and Facilities and Operations Manager to facilitate all aspects of production in the backstage area, including set up, showtime operations and strike.
- o Support Stage Manager and work alongside the Stage Manager during productions to ensure smooth transitions and efficient backstage operations.
- o Technical Troubleshooting: Quickly identify and resolve any technical issues that may arise during rehearsals or performances, ensuring minimal disruption to the production.
- o Equipment Maintenance: Assist with maintaining an inventory of backstage equipment, including audio-visual (AV) gear, ensuring proper storage, organization, and periodic maintenance.
- o Documentation: Maintain detailed logs of equipment usage and any technical interventions performed, contributing to the efficient management of backstage resources.
- o Represent the Hawaii Theatre Center with integrity and professionalism with existing essential theatre partner relationships, vendors, and members.

## **QUALIFICATIONS AND REQUIREMENTS**

- Previous experience preferred operating sound, lighting and AV equipment.

- Strong problem-solving skills with the ability to troubleshoot technical issues under pressure.
- Excellent communication skills and teamwork abilities, essential for collaborating efficiently with production teams.
- Must be available to work nights, weekends, and holidays to support show schedule.
- Basic knowledge of computer software tools (MS Word, Excel, Gmail, Google Docs, Sheets)
- Knowledge of safety protocols and regulations related backstage operations is preferred.
- Must be able to stand and/or walk for long periods
- Must be able to bend, stoop, and lift heavy loads up to 50 lbs.
- High school diploma or equivalent required.

*Job Type: Part-time/On-call*

- Salary: From \$18.00 per hour

*Benefits:*

- Parking Stipend provided
- Employee discount
- Flexible schedule

*Shift:*

- Some Day shifts
- Mostly Evening shifts

*Ability to commute:*

- Honolulu, HI 96813

*Application Question(s):*

- What is your current availability?

*Work Location:*

- In person

**Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

The Hawaii Theatre Center is an equal employment opportunity employer.