



**Position Title:** Rentals Technician  
**Reports To:** Theater & Rentals Manager  
**Status:** On-call, non-exempt

**Position Description:**

The Rentals Technician is a supportive, part-time position responsible for providing a/v, lighting and sound services in the 200-seat proscenium Creativity Theater, and in support of events in the Children's Creativity Museum. Duties are technical in nature, require considerable physical activity, are performed under occasionally hazardous conditions, and require normal attention to prevent errors.

**Principal Responsibilities:**

- Under general direction of the Theater and Rentals Manager, provide technical services for the Children's Creativity Museum and Creativity Theater
- Run A/V and sound for a variety of performance types including music, dance and theater, as well as presentation/lecture formats with a/v and projection needs.
- Technical services include, but are not limited to, setting up, monitoring and striking audio-visual equipment, theatrical sound and lighting, rigging, dimmers, draperies, etc.
- Organization and management of theater inventory and equipment.
- Enforcement of safety procedures and protection of company assets and equipment.
- Assess, document and coordinate client's production needs.
- Ability to work with client's professional production crews, balancing customer service with the safe operation of the Creativity Theater.
- Carries out a working list of theater and museum maintenance issues as directed.

**Qualifications:**

- Minimum of 3 years technical production experience in a professional theater setting or an equivalent combination of training and experience.
- Background in production, fabrication, and/or building maintenance
- Demonstrated understanding of rigging, lighting, scenic painting, carpentry, and other technical aspects of production that affect design & implementation required.
- Demonstrated manual dexterity and proficiency in the repair of equipment desired.
- Working knowledge of A/V equipment, and electrical wiring.
- Ability to perform heavy manual labor for extended periods
- Excellent interpersonal, teamwork and diplomacy skills for relationships with theater rental clients and house management staff.
- A customer service orientation, willing to work with a broad range of theater clients from corporate to small non-profits with varying technical needs.
- Ability to interpret working drawings and light plots.
- Proficient and knowledgeable in both Mac and PC including computer imaging programs, cueing systems, and Google Docs.

**Knowledge, Skills and Abilities:**

The ideal candidate will possess all of the above minimum qualifications, as well as the ability to bring creativity and flexibility to problem solving and a dedication to working in a non-profit, educational, arts environment for youth. In addition, we seek enthusiastic team players who are highly self-directed, forward thinking, and detail-oriented. Must have evening and weekend availability.



**To Apply:** Please send your resume and a brief statement about yourself and why you want to work at the Children's Creativity Museum to [dgarrett@creativity.org](mailto:dgarrett@creativity.org) with the subject line "Rentals Technician Application".