



**Position Title:** Part-Time Tower Theatre Technician

**Job Code:** 8308

**Reports To:** Tower Theater Manager

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Tower Theatre Technician will provide technical support for all Tower Theatre functions, and will be trained in all areas required.

**Duties & Responsibilities:**

- Operates audio and lighting systems
- Projects equipment in a variety of formats, including DVD, Super VHS, DVC Pro 35 and 16 mm film, LD and Beta
- Operates computers, overhead and data projectors, TV & VCR units
- Operates slide projectors, document cameras, multimedia carts
- Performs basic troubleshooting of multimedia systems
- Secures all equipment after use and during emergencies
- Reports all repairs that may be needed
- Performs other duties assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- High School and two (2) of related work experience
- Possesses basic interest and skill in operating office equipment
- Desires to learn the mechanical functions of theatre equipment
- Possesses good interpersonal and communication skills

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name