

# MUSEUM OF PHOTOGRAPHIC ARTS

*Becky Moores Center for Visual Learning*

**Position: Event Production Technician**

**Status:** Part-time hourly, on-call

**Hours:** On-call (based on event reservations), there is no guarantee of hours

**Schedule:** Varies. Must be able to work weekends and evenings.

**Salary:** \$15.00

**Start:** Immediately

**Reports to:** Special Events Manager

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MOPA seeks a qualified Event Production Technician to lead, execute and perform all audio/visual related tasks for event production at the Museum of Photographic Arts. Scope of events may include but are not limited to artist lectures, film screenings, wedding ceremonies, panel discussions, live theatrical performances, award ceremonies, and conventions.

Ideal candidate would have experience working in a live event production environment, that utilized both sound and video reinforcement, i.e, film production, concerts, theater, or additional live performances. Candidate must have an overall sense of awareness of timing and cues in live event production.

**Technician will be responsible for leading and executing all technical elements of production, in addition to corresponding with clients and the event team.**

**Technician must have a proficient understanding and ability to perform the following:**

- Knowledge of video projection devices and video displays;
- Familiar with mixboards, sound reinforcements and wireless mic system;
- Ability to project DVD, BluRay and DCP format on Christie Solaria One Digital Cinema Projection System;
- Exhibit proficient knowledge of computers; set up and facilitation of PowerPoint-type presentations in the Joan & Irwin Jacobs Theater;
- Responsible for setting up and operating audio and public address systems for various events as directed;
- The ability to operate in a fast-paced environment utilizing a range of equipment and media

**Qualifications:**

- Minimum 3 years of experience as A/V tech, sound reinforcement, or theatrical projection
- A thorough understanding of current and recent video display formats
- A thorough understanding of live audio reinforcement: mics, mixboards, etc.
- A basic understanding of stage or theatrical lighting
- Knowledge of both Mac and PC operating systems relating to A/V output
- Good interpersonal skills and the ability to professionally communicate with clients, staff and vendors
- The ability to work well under pressure
- Must be punctual, position does not tolerate tardiness due to nature of productions
- Must exhibit professional demeanor
- Must be able to lift 35 lbs.

- Must be able to climb stairs.
- Must be organized
- 16 and 35mm projection experience a plus but not required (dual projector system)

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

MOPA is an Equal Opportunity Employer.

**Physical Requirements:**

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| <input checked="" type="checkbox"/> Sitting                 | <input checked="" type="checkbox"/> Grasping        |
| <input checked="" type="checkbox"/> Walking                 | <input type="checkbox"/> Traveling                  |
| <input checked="" type="checkbox"/> Bending/stooping        | <input checked="" type="checkbox"/> Kneeling        |
| <input checked="" type="checkbox"/> Reaching outward        | <input checked="" type="checkbox"/> Pushing/pulling |
| <input checked="" type="checkbox"/> Squatting/crouching     | Usual amount <u>15</u> lbs ( <i>estimate</i> )      |
| <input checked="" type="checkbox"/> Manual dexterity        | Max amount <u>60</u> lbs ( <i>estimate</i> )        |
| <input type="checkbox"/> Crawling                           | <input checked="" type="checkbox"/> Lifting         |
| <input checked="" type="checkbox"/> Balancing               | Usual amount <u>15</u> lbs ( <i>estimate</i> )      |
| <input checked="" type="checkbox"/> Standing                | Max amount <u>40</u> lbs ( <i>estimate</i> )        |
| <input checked="" type="checkbox"/> Driving                 | <input checked="" type="checkbox"/> Carrying        |
| <input checked="" type="checkbox"/> Climbing                | Usual amount <u>10</u> lbs ( <i>estimate</i> )      |
| <input checked="" type="checkbox"/> Reaching Above Shoulder | Max amount <u>20</u> lbs ( <i>estimate</i> )        |

Please e-mail application to: Special Events Manager, [Pfeiffer@mopa.org](mailto:Pfeiffer@mopa.org)

Please no telephone calls. No Recruiters. Please note salary. Incomplete applications will not be considered.