



## **Theater Technician and Facilities Assistant**

**10 - 25 hrs/week, \$17 per hour**

**Schedule varies, some nights and weekends required**

**To Apply:** Send a letter of interest and 3 work references to [alice@tcataos.org](mailto:alice@tcataos.org).

**Questions:** [info@tcataos.org](mailto:info@tcataos.org) / 575-758-2052



This position prepares for and produces events and maintains TCA facilities. This position works independently and collaboratively with staff in a dynamic team-focused environment; the job requires flexible and dependable availability. Works closely with all TCA staff to care for and maintain the organization's properties and equipment within them: Encore Gallery, Auditorium, Stables Gallery, TCA offices, leased spaces, Williams Room, and outdoor spaces within the property.

### **Job Responsibilities**

- Prepare for and manage technical aspects of events (film, music, performance, presentations)
- Participate in equipment maintenance and repair
- Participate in education programs (mentorships, internships, skill building workshops)
- Assist with routine janitorial services: sweeping, vacuuming, mopping, taking out trash, wiping down all surfaces of TCA buildings (Theater, Stables Gallery)
- Assist in maintenance of outdoor areas of TCA campus; includes weeding, watering, picking up debris and trash
- Learn to become a film projectionist
- Learn and implement event production and management
- Coordinate appointments with service providers (electricians, plumbers, construction workers, and other specialists).

- Assist with snow clearing and shoveling (winter months)

### **Qualifications**

- Interest in theater technical arts (light, sound, stage managing, film projection)
- Excellent interpersonal communication skills
- Enjoys working in a team environment
- Positive attitude and willing to learn new things on a weekly basis
- Strong organizational and problem-solving skills
- Enjoys working with the public
- Awareness of and sensitive to the importance of customer service
- Flexible schedule and must be able to work evenings and weekends as needed
- Comfortable in an active working environment and hands-on projects

\*Note: Theater related technical skills and knowledge are valuable and will be considered, but all applicants with an interest in this field, and a willingness to learn, are encouraged to apply. Some knowledge/skills/experience with painting and basic maintenance of heaters, sinks, toilets and door knobs is a plus but not required.

### **Taos Center for the Arts Mission:**

Taos Center for the Arts draws on its history as a dynamic leader for arts collaboration and partnership. Originally established by a group of working artists in 1953 and situated in the heart of Taos, the TCA serves and engages Northern New Mexico communities. With a 275-seat theater and two galleries, the TCA curates culturally relevant films, art exhibitions, and live performances as well as provides local, regional and internationally renowned artists, thinkers and performers the space to inspire creativity and foster a thriving love for the arts.