



## MYARTS IS HIRING!

MYArts (Madison Youth Arts Center) is a new youth arts facility on Madison's near east side. We're looking for the next member of our team—somebody who will manage the technical theater side of our youth-focused, multi-use arts facility.

The right person for this position will be someone who is knowledgeable about theatrical sound and light systems, excited to be the first person to set up procedures and practices for our two theaters, and invested in supporting youth arts by working with a wide variety of community arts groups.

### **Position: Technical Operations Manager**

**Hours and schedule:** Full-time; schedule determined by theater needs

### **Compensation:**

- **Salary:** \$53,000-\$60,000
- **Benefits:** Health insurance and retirement available

**Application due date:** August 19, 2022

**Anticipated Start Date:** September 2022

### **Application process:**

- Submit resume / work history and cover letter to [info@madisonyoutharts.org](mailto:info@madisonyoutharts.org)
- Your letter should address the questions below:
  - How would your work experience prepare you for working in a multi-use, youth-serving facility?
  - What excites you about potentially working in a multi-use, youth-oriented facility?
  - How would you contribute to MYArts' strong commitment to supporting people of color and others with marginalized identities?
- **Applications due August 19, 2022.**
- Because this position works with youth, final candidates will need to undergo a background check.

**Questions?** Contact [info@madisonyoutharts.org](mailto:info@madisonyoutharts.org)

<https://www.madisonyoutharts.org/>

## POSITION DETAILS

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### WHO WE ARE

MYArts is a new facility dedicated to growing access to youth arts experiences by providing affordable, accessible space for classes, performances, and other programs. We partner with dozens of arts groups, including our two “anchor partners,” Children’s Theater of Madison and Madison Youth Choirs.

We strive to hold space for a wide range of youth arts practices and forms of expression, build a positive culture within our building, and earn our place in the community as a trusted place for young people from all backgrounds. MYArts has a strong commitment to equity, inclusion, and belonging as we work with diverse groups and arts practices.

Our core values are inclusion, collaboration, and discovery. Our goal is to integrate these values into all aspects of our institution and our work, and to constantly grow and improve in our ability to manifest these values.

### POSITION DESCRIPTION

This position is the lead technical staff person for MYArts, with primary focus on 1) managing the Starlight Theater (300 seat proscenium) and Sunrise Theater (100 seat blackbox), 2) establishing practices in a new venue, and 3) supporting the sound and light needs of user groups with varying technical expertise.

MYArts is an all hands on deck organization with a small and versatile staff. Each member of the team works on both day to day needs and larger-scale planning. We’re looking for somebody who is excited to take on the job of building new systems and working in a collaborative environment. This is a role that requires leadership, technical skills, an eye toward safety, foresight in managing the theaters, and enthusiasm for supporting young people’s creative lives.

Because MYArts is a youth-serving facility, the person in this position should have an inclination toward facilitating youth learning in technical theater.

Position reports to MYArts Director of Facilities and MYArts Director of Community Partnerships.

### RESPONSIBILITIES

- Manage and maintain all technical systems (including sound, lighting, and video) in both theaters:
  - Coordinate with internal teammates and external vendors;
  - Manage equipment maintenance, replacements, and recommendations for improvement;
  - Create and maintain documentation for the technical functions of the theaters;
  - Maintain safety of all equipment.

- Work with other MYArts staff to ensure smooth operation of performance spaces, including scheduling of theaters and related spaces (e.g. loading dock, backstage, etc.) and assessing user groups' technical needs and MYArts' capacity to meet those needs.
- On an as-needed basis, provide real-time technical support for theatrical events (e.g. hang and focus light plots, serve as sound or light board operator, troubleshoot projector, etc.).
- Maintain functional area budget.
- Identify and coordinate supplemental labor for tasks such as repainting stages, assembling or dismantling black box risers and/or stage apron, etc.
- Additional duties may include:
  - Tracking and scheduling piano tuning and maintenance;
  - Re-taping marley floors in dance studios;
  - Building capacity for youth engagement in theatrical sound and lights.

### **REQUIRED THEATER / TECHNICAL SKILLS**

- Significant working knowledge of professional audio, visual, lighting, and rigging systems used in the theaters:
  - Ability to set up, run, and troubleshoot the above systems;
  - Ability to manage inventories of technical equipment;
  - Ability to assess other groups' technical capacity and determining appropriate forms and level of support needed;
  - Experience performing basic technical duties for events (if needed). Including: operating light board; hanging / focusing light plots; serving as sound board operator; supporting use of mics and monitors for events; creating and programming simple lighting looks for events; setting up sound board for group use.
- Physical capacity:
  - Ability to work at heights in catwalks, grids, and genies;
  - Ability to lift and move up to 50 pounds;
  - Ability to crouch, twist, bend, stoop, climb stairs and ladders, stand and sit for extended periods of time.
- See below for a list of specific systems and equipment currently used at MYArts.

### **SKILLS, APTITUDES, AND ATTRIBUTES**

- Excellent skills for working in an environment that demands independence, ingenuity, and collaboration, e.g. oral and written communication, leading and managing projects, good decision-making, creative problem solving, calm conflict resolution, and a spirit of inquiry.
- Commitment to learning.
- Commitment to fostering an environment of diversity, equity, and inclusion.
- Enthusiasm for teaching and empowering community users, including youth, to run shows.
- Ability to work well under pressure, and laugh at least occasionally.

## MYARTS' TECHNICAL EQUIPMENT AND SYSTEMS

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The person in the position should have the ability to work with any of the systems / equipment below or their equivalent.

### AUDIO/VISUAL:

- Yamaha QL5 mixing console
- Dante
- Crestron
- Wired and wireless microphones
- Christie projector

### LIGHTING:

- ETC EOS family light boards
- DMX controls and universes including but not limited to LED and moving lights, scrollers, I-cue mirrors, gobo rotators and other electrical effects

### RIGGING:

- ETC motorized rigging system

### ASSET MANAGEMENT:

- Asset Tiger