



## Lawrenceville Arts Center EVENT TECHNICAL MANAGER

Aurora Theatre is the 2<sup>nd</sup> largest professional theatre in the state of Georgia, located in Gwinnett County with an operating budget of \$4.5 million, welcoming more than 80,000 visitors each season at over 800 ticketed events. Lawrenceville Arts Center (LAC), a brand-new premier arts and culture venue located in historic downtown Lawrenceville GA opened in October 2021. With 5 distinct spaces (and endless funky alcoves) LAC is the perfect venue for your next performance, convention, corporate meeting or celebration. Home of Aurora Theatre, the 2<sup>nd</sup> largest professional theatre in the State of Georgia, LAC is sure to be a destination location for not only Gwinnett County and Georgia, but the entire Southeast region!

**SALARY:** \$40,000-\$45,000

Salary is commensurate with experience; generous benefits package listed below.

To best show LAC's commitment to inclusion, diversity, equity, access, and excellence in our workspace, we encourage ALL qualified applicants to apply. LAC is an equal opportunity employer.

**TO APPLY:** Please send resume and cover letter, salary requirements, including names and phone numbers of 2 references to [hiring@auroratheatre.com](mailto:hiring@auroratheatre.com):

Katie Chambers  
Director of Production  
[Hiring@auroratheatre.com](mailto:Hiring@auroratheatre.com)  
Subject: Event Technical Manager

### REPORTS TO: Director of Production

#### Position Summary

As a member of the Production Department, the Event Technical Manager will work closely with Facilities Sales & Booking department to ensure that all the performance venues of the LAC can be used to optimum capacity, while ensuring a high level of technical support for all presenters/renters. Event Technical Manager will serve as the primary technical liaison for all events outside of the Signature Series, and ensure the safe and efficient use and restoration of each performance space.

#### Position Responsibilities

- Work with Director of Sales & Programming and Facilities Sales & Booking Manager to create a one-sheet with the technical needs of each rental/presented event
- Coordinate the fulfillment of the technical rider/one-sheet for each event
- Input Rentals/Presenting/Community Events into LAC calendar via VenueOps software
- Serve as, or assign, Technical Supervisor for all rental/presenting events
- Manage hourly over hire technicians for rental/presenting events
- Work with Production Manager to ensure proper allocation of Aurora/LAC equipment to each event. Notify Production Manager of the need to borrow, rent, or purchase any additional equipment.
- Lead venue breakdown/restore for events within 24 hours of event conclusion

#### Qualifications:

- High-level customer service and patron-facing communication skills, this position will serve as primary liaison for rental groups with a wide range of technical knowledge and needs
- Leadership skills, this position will include serving as point of contact and manager for hourly over hire
- Exceptional attention to detail with the organizational skills to work on several events in different stages of the rental process simultaneously
- Teamwork and collaboration skills, this position will work closely with Facilities, Community Impact, and Sales Departments
- Working knowledge of lighting, audio, and video equipment and operation. The applicant's knowledge must be sufficient to assess staffing and equipment needs, and to load-in and run events
- Basic knowledge of safety standards and operation of a single-purchase fly system
- Must be willing to work flexible hours. This position will require frequent evening and weekend work
- Any successful applicant must have and maintain current Driver's License
- Any successful applicant must be able to pass background checks
- Any successful applicant must be fully vaccinated against Covid-19

## CULTURE

Lawrenceville Arts Center is an inclusive art space where you will be part of a thriving cultural scene (music, theatre, dance, & visual arts). Join a creative culture that works under “Group Speak” (all voices welcomed). We value equity in the workplace, and we fight for civic, corporate and cultural understanding. Plus, we have a lot of fun!!!

This is a full-time position eligible for benefits and perks including:

- health insurance (full health, vision, dental, disability, supplemental)
- retirement
- paid time off
- flexible work environment
- ongoing career training
- employee discounts
- FREE admission to shows
- AND MORE!!!!

*Aurora recognizes that conversations about salary can be difficult. We strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Aurora will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.*