

# EAST BAY CENTER FOR THE PERFORMING ARTS

## **PRODUCTION TECHNICIAN Job Description (Part-time, Non-Exempt, Seasonal)**

### **About the Center**

East Bay Center for the Performing Arts (the “Center”) was founded in Richmond, California immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today, our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond children and youth with music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,500 youth in 17 schools and 300 students at our main site through private lessons and tuition-free group classes.

The Center’s staff consists of 25 administrative staff and approximately 70 – 75 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community. performance opportunities for young people in the bay have for over 50 years. We are also a rental venue for performances and meetings. We are located in downtown Richmond, California, walking distance from the Richmond BART station and easy access from 580.

### **Who We’re Looking For**

We are in search of a dynamic, flexible, responsible and reliable individual to join our production team. The individual will be passionate about supporting the community, students and events crew for East Bay Center events in order to facilitate efficient and smooth events.

### **Minimum Requirements**

- Require 3 years of demonstrated basic knowledge of technical theater including lighting equipment and programming, set-up and operation of sound systems, and basic stagehand work.
- A minimum of 2 years’ experience working with youth in a theater arts organization.
- Must be in possession of CalOsha Lift Certificate at the time of hire.



Developing Young Artists  
Re-Imagining the World

339 11<sup>th</sup> Street  
Richmond  
CA 94801-3105

[eastbaycenter.org](http://eastbaycenter.org)

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## Knowledge Skills and Abilities

- Ability to lift up to 50lbs, working at grid height (19'-25') on ladders and/or motorized work platforms.
- Ability to perform general cleaning (if needed): painting, equipment maintenance and some administrative work.
- Must be proficient in: Google Office and Microsoft Office software; or other theatrical production related software, such as QLab.

## Job Expectations

- Become familiar with East Bay Center stage operations, rules and guidelines and serve as stewards of the venue and hosts for events/productions.
- Follow dress code, when requested for events
- Work calls range from a 2-hour minimum to multi-week productions and occasional OT/DT depending on the schedule.
- Must be available to work evenings and weekends as needed.

**Compensation: \$25-\$30/hr. DOE**

## Job Benefits

We provide training in audio, lighting, projections and FOH operations. This training includes basic to advanced techniques in equipment operation and maintenance. This training is completed at least twice per year by qualified Center staff and/or industry experts. All training is paid training.

## Other Information

- Include a resume and cover letter and a minimum of three (3) professional references.
- Please forward your documentation to:  
[Deborah.preston@eastbaycenter.org](mailto:Deborah.preston@eastbaycenter.org).
- **PLEASE NOTE THAT FAILURE TO SUBMIT THE REQUIRED DOCUMENTS MAY DISQUALIFY YOU FROM CONSIDERATION FOR THIS POSITION.**

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