



JOB DESCRIPTION- RPAC Technician and Technical Assistant

Name of Position: RPAC Technician and Technical Assistant

Department: Theatre

Campus Location: RPAC

Supervisor: Terry McGonigle / Lael Porter

Length of Contract: Academic year 2026-2027

Pay Rate: Minimum Wage

Job Purpose: Assist with set up, operations and strike of events taking place in RPAC. Duties also include assistance cleaning and maintenance of the facility and equipment used.

Job Responsibilities:

- Develop a working understanding of the operations of the RPAC lighting system and develop basic skills in those operations.
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- Provide assistance to the RPAC Technical Director and SC Director of Theatre in setting up for events in the space.
- Provide assistance to the RPAC Technical Director and SC Director of Theatre in running events in the space.
- Provide assistance to the RPAC Technical Director and SC Director of Theatre in striking events in the space.
- Aid in maintenance of the facility, including but not limited to, the auditorium, black box performance area (Helen Graham Theatre), dressing rooms, loading dock, and storage areas.

Qualifications:

- Experience preferred, but not required.
- Computer skills
- Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- Excellent communication skills and detail oriented.
- Willingness to learn.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 10 – 15 hours per week which could include evening and weekends.
- Flexible schedule.

Skill Development Areas:

- Multitasking
- Ability to adapt and respond quickly to change.

Evaluation:

Student work and progress will be evaluated through performance of responsibilities during work sessions and events.