



TECHNICAL ASSISTANT DESCRIPTION

The Technical Assistant for Quad City Music Guild is a stipend position assisting with the three summer productions of 2020. The Technical Assistant:

- a) Assists scenic designers with set building and painting according to the approved scenic design.
- b) Assists sound designer, including microphone placement, repair, special effects and sound cue plots as needed.
- c) Assists show directors, stage managers and scenic designers with set placement as needed.
- d) Assists the lighting designer in the lighting of shows, including hanging, focusing, placement of gels, special effects and light cue plot as needed.
- e) If needed, fills in for light board operator, sound board operator, stage manager, stage crew, light crew, sound crew or props crew in the event of illness, resignations or terminations of positions or other absences.
- f) Is present for all performances unless prior arrangements have been made with the Producer and/or President.
- g) Upon production completion, assists in placing all props (large and small) back into storage, organizes all supplies, building materials, tools and stage equipment into designated storage areas.
- h) Informs the Producer and/or President and orders needed set building materials to replenish inventory and equipment for set construction, lighting, sound and other production needs and forwards invoices to the Treasurer.
- i) Informs the Producer and/or President and orders general supplies for the workshop and forwards invoices to the Treasurer.
- j) Maintains the workshop area, lower restrooms and stage restrooms.
- k) Maintains the auditorium, keeping it free from debris and clutter.
- l) Maintains the stage and all dressing room areas, keeping them free from debris and clutter.
- m) Assists with regular cleaning, minor repairs and maintenance of the facility.
- n) Immediately reports all safety concerns to the Producer and/or President.
- o) Works on other projects not listed above as designated by the Producer or the President.