



Muckenthaler
Cultural Center
1201 W. Malvern Ave.
Fullerton, CA 92833

714.738.6595
info@themuck.org
www.TheMuck.org

Harold Muckenthaler,
Founder

Board of Trustees:
Chris Barnhill,
President

Fred Ouweleen,
Past President

Carol Fütterer,
Vice President of Development

Joy Carroll,
Co-Treasurer

Andy Ersek,
Co-Treasurer

Austin Muckenthaler,
Secretary

At Large:
Nick David,
Shanon Drayton,
Barbara Gregory,
Steve Richardson,
David Schindele,
Joni Stein,
Britt Sullivan,

Fred Trapini
Center Circle Guild
President

Farrell Hirsch
Chief Executive Officer

Managed in
Partnership with
The City of Fullerton

Technical & Events Staff

Reports to: Chief Programs Officer

Salary: \$15-\$25/Hour, Part Time

The Technical & Events Staff is responsible for the technical operations of our cultural arts center including lighting, sound, sets, displays, and necessary maintenance AND event support.

QUALIFICATIONS

- Combination of education and experience of 4 years in theatrical technical work including sound, lighting, sets, etc.
- Computer skills: Gmail, Google Docs, and Word & Excel
- Outstanding oral and written English language skills.
- Excellent interpersonal skills, detail oriented, self motivated
- Ability to work a flexible schedule including evenings and weekends
- Current California Drivers license, valid auto insurance
- Ability to effectively manage multiple complex functions and achieve goals and objectives
- Ability to work independently, under pressure and handle multiple projects simultaneously

Position Description

Technical & Events Staff is Responsible for:

- Designs, sets up, maintains, and operates lighting and sound systems for theatre, dance, music, and other productions and projects; assists staff, renters, and artists with technical matters
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Makes recommendations to the CEO, Chief Programs Officer & Chief Operations Officer regarding capital purchases of technical equipment.
- Sets up/takes down performances/exhibitions/classes including equipment, dance flooring, instruments, tables and chairs, etc; Heavy lifting of 35 lbs and strenuous activity (walking while lifting)
- Helping as event staff with security, front desk help, or support staff when needed
- Helping out with renovations and repairs to the theatre, galleries, studios or our National registry historic building
- **Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities is important.**
- **Dress Code of Black slacks and White shirt**
- Other tasks as assigned

DISCLAIMER

This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).

A criminal background clearance, computer test, and Physical required upon job offer.

Please email your resume and cover letter to Janette@themuck.org by 9/23/17.