

Theater Technician (6–12 Philadelphia Performing Arts: A String Theory Charter School)

Location: Philadelphia, PA

Reports to: Arts Department / School Leadership

Position Overview

The Theater Technician supports all technical aspects of performances, assemblies, and school events in a 6–12 performing arts setting. This role is responsible for lighting, sound, video production, and event execution, ensuring high-quality experiences for students, staff, and the school community. The ideal candidate is highly organized, adaptable, and comfortable working in a fast-paced, collaborative environment with multiple stakeholders.

Key Responsibilities

Technical Production & Event Support

- Manage and execute lighting design to match the needs of performances, assemblies, and special events
- Operate and manage audio systems, including handling up to 32 microphones during rehearsals and live events
- Coordinate and run video elements, including presentations, projections, and multi-screen setups
- Record and live stream performances and events using platforms such as OBS
- Follow scripts and cue sheets to execute lighting, sound, video, and music transitions during performances
- Create and maintain cue scripts and make adjustments based on rehearsals

Planning & Collaboration

- Meet regularly with arts faculty to plan and prepare for performances, including music, visuals, and technical needs
- Collaborate with multiple departments to support a wide range of events (from small meetings to large-scale productions)
- Participate in meetings with external vendors and maintain detailed notes and follow-up actions
- Prioritize and manage multiple projects, including last-minute requests

Media & Content Creation

- Edit audio, music, video, and images for performances and events
- Create and source digital backdrops and visual assets
- Record, mix, and master audio (e.g., choir recordings, performances)
- Maintain and organize digital archives of performances, media, and departmental files

Equipment & Facilities Management

- Maintain and troubleshoot all theater equipment, including microphones, lighting systems, projectors, and computers
- Ensure all audio equipment is functional (battery replacement, labeled and tested etc.)
- Operate and maintain an older lighting console system
- Change lighting fixtures and bulbs (including work on ladders/scaffolding)
- Assist with physical setup, including risers, flooring, props, and staging
- Maintain theater space organization, seating functionality, and stage safety (including taping floors annually)
- Research and recommend equipment purchases in collaboration with the operations department

Operations & Logistics

- Follow and manage a detailed calendar of events to ensure timely setup and execution
- Prepare technical setups ranging from basic (projector/microphone) to complex (multi-screen, multi-mic productions)
- Coordinate prop acquisition and staging needs
- Work closely with maintenance and facilities teams on larger setup needs

Required Skills & Qualifications

- Experience with theater production, live events, or technical direction (school or professional setting)
- Proficiency in:
 - ProPresenter
 - QLab
 - OBS (Open Broadcaster Software)
- Strong audio, lighting, and video production skills
- Experience editing audio, video, and visual media
- Ability to follow and create cue scripts for live performances

Preferred Qualifications

- Experience working in a school or youth arts environment
- Familiarity with live streaming and recording performances
- Knowledge of music editing and sound mixing/mastering

Key Competencies

- Strong organizational and time-management skills
- Ability to prioritize multiple tasks and adapt to changing needs
- Calm under pressure and effective problem solver
- Comfortable working at heights (ladders/scaffolding)
- Collaborative and able to work with diverse personalities and teaching styles
- Strong attention to detail and commitment to quality
- Positive, flexible, and solution-oriented mindset

Physical Requirements

- Ability to lift and move equipment (e.g., risers, audio gear)
- Comfortable standing for extended periods
- Ability to work evenings and weekends as needed for performances

Compensation

- Based on experience
- Hours (Mondays - Fridays, daily work required) - flexible start times depending on performance schedule
- August through June