

Millersville University

VISUAL & PERFORMING ARTS
WARE CENTER • WINTER CENTER

Office of Visual & Performing Arts

Sound, Lighting, AV Technical Support

Sound, Lighting, AV Technical Support will assist in providing technical assistance during rehearsals and performances at The Ware Center – Millersville University Lancaster, a vibrant, state-of-the-art visual and performing arts center in the heart of Downtown Lancaster and/or the Winter Center, on Millersville University's main campus.

Hours: Flexible; shifts are based on the calendar of events **Compensation:** DOE **Hours per Week:** Varies

Unpaid positions are also available to students to fulfill internship requirements (15+ hours/week depending on class requirement)

This position will assist in the following, but is not limited to:

- **Providing Technical Support during Events** including running the sound board & ensuring proper lighting during an event, setting up the audio visual equipment and showing the speaker how it is used. Addressing any technical needs that arise.
- **Projectionist:** run film projector for film series events; set sound level; and troubleshoot problems.
- **Back of House Management** including stage managing and communicating with the House Manager, performers & control room.
- **Front of House Management:** Serve as greeter, finalize event setup details, assist patrons including opening doors, ushering, and tearing admission tickets. Coordinate with Stage Management, Technicians, and Box Office at beginning of show.
- **Event Space Preparation & Tear Down** including moving, setting up/tearing down furniture, tables, chairs, equipment, etc. Loading & unloading equipment & artwork and moving pianos. Will rearrange rooms depending on the upcoming event and size of event. Prepare stage and equipment for performances. Tasks could also include laying dance floors, install risers and podiums, etc. Some light cleaning, like mopping the dance floor, may be necessary.
- Perform related duties as assigned.

Knowledge, Skills and Abilities: Some knowledge of the technical equipment is preferred.

Minimum Qualifications: Job training will be provided.

Number of Openings: up to 6

Open to all majors, but most ideal for majors relating to theater operations.

Contact Information: If interested, please visit <http://www.artsmu.com/becoming-a-mu-student-employee>

Or contact Nathan Cottrell, Assistant Director of Production & Facilities

PH: (717) 871-7031 or Email: Nathan.Cottrell@millersville.edu

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