



# CITY OF SIMI VALLEY

*Announcing an Outstanding Career Opportunity*

## Technical Theater Coordinator (Theater Technician II)



**Salary:** \$16.20 - \$20.69 per hour, plus excellent benefits. Medical is fully paid for most plans (including family coverage) as specified in the current union contract.

**Position:** Plans, organizes, and performs technical and clerical support activities for the Cultural Arts Center. Assists in the safe operation and maintenance of theater sound, lighting, rigging, and related equipment and systems used in support of stage productions, meetings, and related events; assists with a variety of clerical office duties, including data entry and ticket sales; performs related duties as required.

### **Minimum Qualifications:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to the completion of the twelfth grade supplemented by coursework or training in theater operations, performing arts, or a related field.

**Experience:** Two years experience performing technical operations in a performing arts facility.

### **The Ideal Candidate:**

The ideal candidate will demonstrate proficiency in theater production, live concert events, streaming/virtual events, sound, lighting equipment, stage and production management; digital audio consoles, conventional and intelligent lighting, and video switching systems; technical operations of theater programs; theater sound engineering, stage lighting, projections, stage management and virtual event production; theater stage rigging; scenic and properties design and construction; theater pre-performance, performance, and post-performance best practices; operation of PC and Mac based computers and knowledge of (but not limited to) MS Word, Excel, Outlook, PowerPoint, Keynote, Zoom, Social media, Vectorworks, AutoCAD or other design software, QLab, and a variety of virtual/streaming and video conferencing software; COVID related health and safety protocol for performing arts venues; hazards and safety practices; and pertinent federal, state and local laws, codes and regulations.

Further, the ideal candidate should possess a passion for theater production; strong safe technical operations; ability to operate, maintain, install, troubleshoot, and repair equipment used in technical production, virtual streaming of events, lighting, sound and set design; ability to evaluate equipment needs; excellent written and verbal communications skills; and strong customer services skills.

The ideal candidate thrives in a fast-paced environment with multiple priorities; is driven and self-motivated; flexible, works well independently; and has initiative.

*The City of Simi Valley is an Equal Opportunity Employer*

## **Benefits:**

**Defined Benefit / Pension Plan:** Retirement benefits calculated based on employee's years of service, age at retirement, and final compensation (average salary over a specified period of employment);

**Deferred Compensation:** 457 available with immediately vested City match and/or contribution;

**Basic Life Insurance for employees and their dependents:** provided at no cost; option to purchase additional life insurance at our group rate is available;

**Annual Leave:** Vacation & sick leave combined into one account;

**Paid Holidays:** 11 paid holidays per year;

**Annual Leave Cash Out:** Employees can cash out accrued annual leave;

**Alternative Work Schedules:** Many positions offer a 9/80 schedule with alternative Monday or Friday off;

**Tuition reimbursement:** Reimbursement for tuition and textbooks;

**Coverage Start:** Health, Dental and Vision coverage beginning the 1<sup>st</sup> of the month following hire date;

**Simi Flex Dollars:** Generous City contribution which in most cases covers the full cost of family health plan premium;

**Health Plan:** Choice of multiple PPO and HMO options from Anthem, Blue Shield, Health Net, Unitedhealthcare and Kaiser;

**Prescription Drug Plan:** Major retail options and mail order program;

**Dental Plan:** Choice of PPO or HMO from Delta Dental;

**Vision Care:** Provided by VSP for exams and eye wear;

**Employee Assistance Program (EAP):** Confidential counseling and referral service to help employees and their household members resolve personal problems, provided by MHN;

**Optional Insurance from AFLAC:** Available plans include accident, cancer, hospital and critical care.

City of Simi Valley Human Resources

2929 Tapo Canyon Road

Simi Valley, CA 93063

[www.simivalley.org](http://www.simivalley.org)

Questions? Contact Human Resources via e-mail at [jobs@simivalley.org](mailto:jobs@simivalley.org) or call (805) 583-6743.

The provisions on this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

## ***Application and Recruitment Process***

**This recruitment is open on a continuous basis.** Apply online at [www.Calopps.org](http://www.Calopps.org).

Resumes are not accepted in lieu of the City's Application form. Employment applications and supplemental questionnaires must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment.

**Selection Process:** Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

