

**NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE**

Posting Date: July 29, 2009

Deadline Date: Open Until Filled

Position: Technical Director

Department: Ilfeld Auditorium

Rate: (Band 102) \$10.00/hr.

Job Type: 12 months/Regular Part-time (20 hrs/wk)

FLSA: Non-Exempt

Reports To: Manager of Ilfeld Auditorium

SUMMARY: This position is responsible for overseeing all technical operations in the historical Adele Ilfeld Auditorium. Qualified applicant must be comfortable working with amateur and professional technicians and performers alike.

DUTIES AND RESPONSIBILITIES:

- Supervise all technical aspects in Ilfeld Auditorium, including student technicians.
- Create light designs for sponsors when necessary.
- Manage and train all technical staff (mostly students) in the technical and safety aspect of the auditorium.
- Technical director will be responsible for technical infrastructure in auditorium.
- Assist with technical updates of Ilfeld Auditorium website.

MINIMUM QUALIFICATIONS:

- **EDUCATION:** High school Diploma or GED
- **EXPERIENCE:** Two (2) years experience in a theater setting.

EMPLOYMENT REQUIREMENTS:

- Must be willing to work evenings, weekends, holidays, odd hours, and emergency calls.
- Must be willing to climb ladders and work comfortably at heights equal to twenty (20) feet or greater.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to train and operate ETC dimming and control equipment.
- Knowledge in all types of sound equipment.
- Ability to work under stressful situations.
- Ability to work well with others in a tactful and professional manner.
- Ability to multi task under stressful situations.
- Knowledge in basic computer skills.
- Knowledge of counter-weight fly system.
- Knowledge and skill working with sound equipment.
- Ability to manage and resolve disputes amongst employees.

PHYSICAL DEMANDS:

- Lifting 0 to 50 pounds.....Frequently
- Lifting greater than fifty (50) poundsSeldom
- Standing.....Frequently
- Walking.....Frequently

- Bending.....Frequently
- Squatting.....Frequently
- ClimbingFrequently
- KneelingFrequently

WORK ENVIRONMENT:

- Work in noisy conditions.....Occasionally
- Work in poorly lit areas.....Occasionally
- Work on elevated heights.....Frequently

APPLICATION PROCEDURE: Interested applicants must submit 1) a letter of interest, 2) Resume, 3) University Employment Application, 4) names/addresses/phone numbers of 3 professional references. Submit application materials to:

**New Mexico Highlands University
Human Resources
Search: Technical Director
Box 9000
Las Vegas, NM 87701**

Email applications are encouraged: metrujillo@nmhu.edu

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