



Stage Technician – Performing Arts Center

Department

Performing Arts Center (PAC)

Reports To

Theatre Technical Manager

Works With

PAC Director, Performing Arts Faculty, Facilities Department

Position Type

Full-Time

Position Overview

The Stage Technician supports the technical operation of Keystone Academy's Performing Arts Center. The role assists in the preparation, setup, operation, and strike of technical equipment used for school productions, performances, assemblies, and community events.

Working as part of the PAC technical team, the Stage Technician contributes to the safe and efficient delivery of productions by supporting multiple technical disciplines including lighting, audio, stage operations, basic rigging and automation tasks, and scenic construction.

The position also supports the educational mission of the school by assisting faculty and students in the safe use of theatre facilities and equipment.

Key Responsibilities

Production and Event Support

- Assist with technical preparation and execution of performances, rehearsals, assemblies, and special events in the PAC venues.
- Participate in the setup and strike of stage equipment including lighting, sound systems, projection equipment, staging elements, and scenic components.
- Assist with stage changeovers, rehearsal preparation, and performance operations.
- Support visiting artists, presenters, and external production teams using PAC facilities.



Technical Operations

- Operate lighting, sound, and projection systems during rehearsals and performances when required.
- Assist with the installation, focusing, and basic programming of lighting equipment.
- Assist with setup and operation of sound systems including microphones, playback systems, and speakers.
- Assist with basic rigging, and automation tasks and safe handling of stage equipment as directed by the Theatre Technical Manager.

Scenic Construction and Stagecraft

- Assist with scenic construction and stagecraft tasks in the scenic workshop.
- Safely use hand and power tools including drills, saws, and other carpentry equipment when constructing or modifying scenic elements.
- Assist with installation and maintenance of scenic pieces, stage furniture, and properties used in productions.

Equipment Monitoring and Maintenance

- Monitor the condition of stage equipment including lighting fixtures, cables, sound equipment, scenic elements, and stage hardware.
- Report any equipment faults, safety concerns, or irregularities to the Theatre Technical Manager.
- Assist with routine maintenance and organization of technical equipment and storage areas.
- Assists with identifying technical issues and reporting them to the Theatre Technical Manager.

Safety and Compliance

- Follow all safety procedures related to stage operations, electrical equipment, ladders, and workshop tools.
- Maintain safe working practices during rehearsals, performances, and technical work.
- Assist with maintaining a safe backstage and stage environment for students, staff, and visiting performers.

Educational Support

- Assist in supervising student stage crew during rehearsals and productions.
- Provide guidance to students using technical theatre equipment.
- Support teachers and performing arts staff with technical requirements for productions and presentations.



General PAC Support

- Assist with load-in and load-out of equipment and scenic materials.
- Help maintain cleanliness and organization of backstage areas, workshop spaces, and technical storage.
- Attend production meetings and technical briefings as required.
- Perform other related duties as assigned by the Theatre Technical Manager or PAC Director in support of the operational needs of the Performing Arts Center.

Qualifications and Experience

- Experience working in theatre production, live events, or technical theatre environments.
- Basic knowledge of lighting, audio, and stage operations.
- Experience using common workshop tools and basic scenic construction techniques preferred.
- Ability to work safely in theatre and workshop environments.
- Ability to work evenings and weekends during rehearsal and performance periods.
- Strong teamwork and communication skills.

Physical Requirements

The position requires the ability to:

- Work on ladders or elevated platforms.
- Move technical equipment and scenic elements.
- Stand and work for extended periods during rehearsals and performances.
- Work in backstage and workshop environments.

Language Requirements

- Native or fluent Mandarin Chinese preferred.
- Very good command of spoken and written English required.
- Ability to communicate effectively with both local staff and international faculty.