

The Know Theatre of Cincinnati is seeking **Venue Technicians** for the 2024 Cincy Fringe Festival. This is a paid position. Dates and more information are listed below. Please contact us if you are interested in this opportunity.

**Job Title:** Venue Technician

**Reports To:** Fringe Production Manager and Know Theatre Staff

**Dates:** Load In and Technical Rehearsals (May 24th-June 1st)

Festival Dates (May 31st- June 15th)

Strike (June 17th-June 21st)

**Monday June 3rd and 10th OFF**

**June 16th and June 19th are Holidays**

**Compensation:**

- Stipend \$1,250 - \$2,000, depending on availability and hours worked during the festival.
- Cincinnati Fringe Festival Artist Pass (including additional tickets)
- Artist Discounts for bar and concessions

**General Statement of Job Function:**

Be part of the Cincy Fringe Festival, a two week celebration of new and experimental performing and visual arts in Over-the-Rhine. Venue Technicians are instrumental in creating fun and welcoming space by maintaining a safe and efficient working environment for artists and patrons at the Festival. As a Fringe Venue Tech, you will be running each performance, technical rehearsal, and changeover for your venue. Know Theatre is an equal opportunity employer. Our work and the artists who make it should reflect the diversity of our community and the world around us. Applicants from all backgrounds are both welcomed and encouraged to apply. Come join the team!

**Principal Duties and Responsibilities:**

- Managing and communicating with Fringe artists to provide a smooth tech process and show experience.
- Serves as a liaison between venues, Festival staff & volunteers, and artists.
- Play an active role in maintaining the Fringe Festival's COVID-19 Guidelines to ensure the safety of artists, patrons and staff alike.
- Consistent communication with Fringe staff, including submitting show reports daily.
- Participation in installation of technical equipment during the load in period, in all venues.
- Presence at all technical rehearsals for shows, which will be scheduled prior to the festival's opening date, all technical rehearsals will take place between Sunday, May 28th through Friday, June 9th.
- Opening and closing your venue – responsible for retrieving and returning the keys to your venue each day, if applicable.
- Ensuring that all Fringe equipment is working properly at the top of each day. This includes testing all sound and lighting equipment, as well as checking any set pieces and audience elements for damage.
- Running the light board and/or the sound board for each show, as needed.
- Participation in Fringe Festival load-in which will occur between May 24th and May 31st.
- Participation in Fringe Festival strike. This will occur on the final day of the festival as shows are

closing, up to 11pm, and throughout the following week. Up to 20 hours of strike may be scheduled during the strike period.

- Maintain a clean and functional workspace, including cleaning of the stage area and house after each performance.
- Maintain professionalism as a representative of the Fringe Festival at all times.

**Skills:**

- Experience working in a theatrical or event setting.
- Basic knowledge of sound and lighting equipment.
- Ability to lift 25 lbs.
- Excellent time management skills.
- Communication, collaboration, and organization skills.
- Positive attitude and willingness to creatively problem solve.

**To apply for this position, please submit the following application:**

<https://forms.gle/wiBSMkkTssnSmt6E7>

We suggest that applications be submitted by March 15th, however, applications will be rolling until all positions are filled.