

Kenan Center

Part-Time Theater & Events Technician

Position Summary

The Kenan Center is seeking a reliable, customer-focused Part-Time Theater & Events Technician to support performances, rentals, and community events across our campus. This position plays an important role in ensuring events run safely, professionally, and efficiently by operating theatrical equipment, assisting with event setup and execution, and serving as the primary staff member on site for smaller rentals. The ideal candidate is comfortable working in both theatrical and event settings, enjoys interacting with clients and performers, and can work independently while maintaining a high level of professionalism.

Essential Duties & Responsibilities

Theater Operations

- Operate lighting and sound systems for theatrical productions, concerts, presentations, and special events.
- Perform pre-show equipment checks and basic troubleshooting of audio, lighting, and projection equipment.
- Assist with stage setup, strike, and backstage operations.
- Work closely with performers, directors, production staff, and rental clients to ensure technical needs are met.
- Maintain a clean, safe, and organized theater space.

Event Operations

- Serve as the on-site event representative for small rentals and community events.
- Open and close facilities as needed for scheduled events.
- Monitor events to ensure compliance with facility policies and safety procedures.
- Respond professionally to guest questions and resolve minor issues as they arise.
- Assist with setup and breakdown of tables, chairs, staging, audiovisual equipment, and other event materials.

Large Event Support

- Assist full-time staff during concerts, festivals, galas, weddings, and other large scale events.
- Support crowd flow, event logistics, and venue operations.
- Provide exceptional customer service while representing the Kenan Center in a positive and professional manner.

General Responsibilities

- Follow all safety procedures and emergency protocols.
- Perform light custodial tasks before and after events as needed.
- Report facility maintenance concerns to supervisors.

- Complete other duties as assigned in support of Kenan Center programming and operations.

Qualifications

- High school diploma or equivalent required.
- Previous experience in theater production, live events, or venue operations preferred.
- Experience operating lighting and sound equipment is preferred; training may be provided for the right candidate.
- Excellent communication and customer service skills.
- Ability to work independently and make sound decisions. Comfortable working with diverse groups including performers, artists, renters, volunteers, and the public.
- Ability to lift up to 50 pounds and perform physical tasks including standing, walking, climbing ladders, and moving equipment.
- Ability to work evenings, weekends, and occasional holidays based on event schedules.

Preferred Skills

- Experience with digital sound consoles and theatrical lighting systems.
- Basic knowledge of microphones, projectors, and audiovisual equipment.
- Event setup and venue operations experience.
- Strong organizational and problem-solving skills.

Schedule

This is a part-time position with a flexible schedule based on programming and rental needs. Most shifts occur during evenings and weekends, with occasional daytime hours for special events.

Compensation \$17/hr

Interested applicants should send a cover letter highlighting relevant expertise and resume to kevin@kenancenter.org and jimmy@kenancenter.org.

About the Kenan Center

The Kenan Center enriches lives by providing the community with cultural, educational, and recreational opportunities. Located in Lockport, NY, the Kenan Center provides a safe place for people of all ages to come together and explore our interests, challenge our assumptions and learn the meaning of community. With year-round programming that gets our hearts racing, our minds thinking and our hands playing – we have something for everyone. Explore more of what the Kenan has to offer at www.kenancenter.org.