



The Neo-Futurists

Lead Technician Job Description

Revised 05/20/2025

Pay Schedule - Paid biweekly as a W2 employee, with appropriate taxes remitted

Reporting Relationships - Reports to Neo-Futurist Ensemble (including Artistic Director) and General Manager

Compensation - \$22/hr; optional monthly health insurance stipend

Hours - 15 hr/week average; more during major projects

Role Responsibilities include but are not limited to -

- Maintaining the space's technical inventory within the Performance and Technical spaces (Theater, State Park, Tech Closet, State Park Closet, and Booth)
- Doing an annual space reset during the Theater's dark weeks
- Training new technicians on the proper operation of our Sound Mixer, QLab (running both audio and video), and our ETC Element
- Maintaining the Mac Mini in the Booth
- Cleaning, organizing, and maintaining our technical storage spaces
- On-call for technical troubleshooting
- Hiring new Technicians into the TIW tech corps
- Scheduling the tech corps for TIW tech runs
- Assigning techs to outside gigs, one-off performances, rentals, and class shows.
- Submitting monthly updates to Company Meetings and attending Company Meetings as needed
- Facilitating communication between productions on technical needs and what is/is not allowed to be used between productions
- Resetting the space to our rep plot after a short-run production closes