



The Neo-Futurists

Lead Technician Job Description

Revised 07/24/2025

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 - up to 15 hr/week; more during major projects

The **Lead Technician** is part of the administrative staff as well as the technician team. Besides personally serving in the booth as a tech for *The Infinite Wrench* (TIW), they maintain the company's sound, light, and video gear and manage the tech corps.

Role Responsibilities include but are not limited to -

Space & Inventory:

- Maintaining the space's technical inventory within the Performance and Technical spaces (Theater, State Park, Tech Closet, State Park Closet, and Booth)
- Cleaning, organizing, and maintaining our technical storage spaces:
 - State Park walk-in closet with tools & hardware
 - State Park control room with sound, lighting, and video
 - Green Room walk-in closet with sound, lighting, and video gear
 - Green Room lighting overstock
- Maintaining the Mac Mini in the Booth
 - Includes Qlab licensing, OS updates
- Resetting the space to our rep plot after a short-run production closes
- Annual space reset during the Theater's dark weeks

Administration:

- Training new technicians on the proper operation of our Sound Mixer, QLab (running both audio and video), and our ETC Element
- On-call for technical troubleshooting:
 - Review TIW reports for technical issues and provide advice and support
- 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