



CounterPulse  
80 Turk St.  
San Francisco, CA 94102  
415-626-2060 • info@CounterPulse.org

# CounterPulse House Technician Job Description

Updated: December 2017

## **MISSION:**

*CounterPulse is building a movement of risk-taking art that shatters assumptions and builds community. We provide space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.*

*CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. Our studio theater hosts over 300 public events each year, ranging from dance, theater and music performances to political discussions and film screenings. For more information about CounterPulse, please visit [www.counterpulse.org](http://www.counterpulse.org).*

## **ABOUT YOU:**

*As a House Technician you oversee the operation of our theater and technical equipment for productions at CounterPulse. You make the show go on! By working directly with our artists and producing staff, you bring productions to life at CounterPulse. You take pride in your professionalism, are quick on your feet, and can make reasoned decisions under pressure. You possess technical expertise and are not afraid to go the extra mile as needed. You enjoy a dynamic work environment with a diverse clientele and public. You are reliable and hardworking and have a passion for the performing arts.*

*Working at CounterPulse as a House Technician is unlike work at any other venue. Our Technicians work hand in hand with the CounterPulse staff in running productions in our theater. As someone on the ground with artists and audience, our Technicians also represent our mission, vision, and grassroots community spirit. Working with CounterPulse, you're a part of the team!*

*The ideal candidate will possess solid technical theater skills, excellent time management, diligent work ethic, and the ability to work collegially in real time with the dynamics of live theater production. Familiarity with the Tenderloin neighborhood is a big plus.*

## **THE JOB:**

The Technician operates the lighting and audio boards and any other related equipment set in the CounterPulse tech booth, closet, and loft during all technical rehearsals and performances. The Technician serves as a representative of CounterPulse, communicating clearly and positively with Artist(s) and CounterPulse staff while keeping the space safe and clean. CounterPulse or the Artist(s) may provide other technical personnel (such as a lighting designer, sound or video engineers, a stage manager, etc.) to supplement the work of the Technician as needed. The Technician must remain present for ALL technical rehearsals and performances, serving as a CounterPulse representative. CounterPulse Technicians play a critical role in guiding our Artists through the best practices in production. CounterPulse Technicians are fully supported by the CounterPulse Technical Director, Director of Producing & Advancement, and the Program Manager.

The position encompasses two roles:

- 1) Technical Support during the load-in/tech process: Technical Support includes assisting with load-in of sound, set, props and the focusing of lights during the allotted tech time(s).



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2) Board Operator during the run of the show: Board Operator includes pre- and post-show preparation of the technical needs of the production as well as operating the lights, sound, and multimedia. The Technician is expected to operate all elements as needed. CounterPulse will ensure productions are staffed appropriately to execute technical requirements.

## **Responsibilities:**

- Successfully undergo CounterPulse Facility Training.
- Be interested and engaged in our Artist's work and be a part of the artistic conversation when invited.
- Communicate facility needs/notes and any necessary schedule changes to CounterPulse once tech week has begun to ensure that we are able to properly prepare for the performance/event.
- Dress in theater blacks while working CounterPulse productions.
- Work closely with front of house staff to deliver a safe and welcoming performance experience for all crew, volunteers, artists and audiences. Restore the lighting grid to CounterPulse's house light plot and return the theater to its default state via the strike & restore checklist
- Be the last person to close the building on all shows or events.
- Report to the Director of Producing & Advancement (DPA) for all communication, and be a contributing eye on improving procedures, methods and sharing other work experiences such that both the Technician and CounterPulse may learn, grow, and improve.

**Compensation:** House Technicians are independently contracted by CounterPulse and are not employees of CounterPulse nor the artists we work with.

House Technicians are compensated at \$25/hr for all hours in the theater (including attendance at a partial rehearsal or at the production meeting). Technicians have access to up to five (5) hours of CounterPulse studio use per month (as available). Technicians receive one comp ticket per show run for themselves to attend any show within the season (as available). Technicians are also invited to periodic CounterPulse hosted staff appreciation events.

Interested applicants please submit resume and cover letter to [openings@counterpulse.org](mailto:openings@counterpulse.org), attn: Jeanne Pfeffer.

Applications accepted through January 12, 2018 for work in our Spring 2018 season.