



Join us at the Guthrie.

GUTHRIE THEATER JOB POSTING

Lead Automation Operator (Union, Full-Time, Onsite)

Reports to: **Head of Stage Operations**

Compensation: **\$30.49 per hour plus benefits**

This position is covered by a collective bargaining agreement with IATSE Local 13.

THE ORGANIZATION

The Guthrie Theater engages exceptional theater artists in the exploration of both classic and contemporary plays connecting the community we serve to one another and to the world. Through its extraordinary artists, staff and facility, the Guthrie is committed to the people of Minnesota, and from its place, rooted deeply in the Twin Cities, influences the field as a leading 21st century arts organization.

Every year more than 500 people, both on stage and off, help ensure our success in creating and supporting the highest level of theater. As an organization, we are committed to our values of Artistic Excellence; Community; Diversity, Equity, Inclusion, and Accessibility; and Fiscal Responsibility.

LAND ACKNOWLEDGMENT

The Guthrie Theater would like to acknowledge that we gather on the traditional land of the Dakota People and honor with gratitude the land itself and the people who have stewarded it throughout the generations, including the Ojibwe and other Indigenous nations.

THE POSITION

The Lead Automation Operator is responsible for technical support of shows mounted by or for the Guthrie Theater, coordinating with other departments in the theater and outside vendors and presenters, facilitating the smooth running of shows, and maintaining automation systems, nontraditional scenic elements/effects and other special projects as needed. The position requires participation at load-ins, technical rehearsals, previews, and performances. All employees are expected to center, model and champion the Guthrie's core values of Artistic Excellence; Community; Diversity, Equity, Inclusion and Accessibility; and Fiscal Responsibility.

This position is full-time, non-exempt, and benefits-eligible. This position is covered by the Collective Bargaining Agreement with IATSE Local 13. Compensation for this position is \$30.49 per hour plus benefits. The typical schedule for this role varies – the show schedule is mostly evening and weekends (Tuesdays through Sundays), as well as matinee performances. Additional daytime hours during set-up, strikes, and maintenance periods. This position works 8-hour shifts, a minimum of 40 hours per week and is guaranteed a minimum of 32 weeks per fiscal year.

The Guthrie is an Equal Opportunity Employer. We are committed to building an equitable environment that finds strength in diversity of identity, experience and perspective. We are dedicated to hiring and developing talented teams which are inclusive and welcoming to individuals with different backgrounds, thoughts, and abilities. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Preparation, Tech Week, Strike

- Assist with the load in of automated scenery as assigned.
- Attend rehearsals as assigned.
- Attend meetings with Scene Shop Staff to become familiar with automated scenery and related systems as assigned.
- Set up tech tables for tech week as directed.
- Attend preparation calls before and during tech week as assigned.
- Communicate as needed with Head of Stage Operations, Stage Management, Production Automation Technician and across other production departments to evaluate use and function of automated scenery to ensure a smooth and efficient tech process.
- Maintain expected levels of craftsmanship and artistic excellence.
- Remain flexible and adaptable to changes to support the tech process. Foster a positive and supportive work environment.
- Following the final performance, assist with load-out of props, scenic elements, or other cross departmental strike execution and prep as assigned.

2. Show Run

- Complete assigned show track for each performance.
- Support and maintain safe usage of all automated scenery.
- Operate automation software and machinery during the tech, preview and run of a show to ensure consistently high production values as assigned.
- Creatively problem solve when issues arise during the running of a rehearsal or performance.
- Communicate show track changes to Head of Stage Operations, Production Automation Technician, and Stage Management to ensure maintenance of an accurate record of show tracks.
- Assist in all pre-show needs as assigned for each performance. Including, but not limited to, safety checks, preshow automation checks, scenery and props, cleaning, and maintenance needs.
- Do minor adjustments automation cues within software and hardware machinery, as well as scenery and props before and during performances as needed.
- Communicate automation software files and scenery notes to Production Team, Scene Shop Staff, and Stage Management at the direction of the Head of Stage Operations as needed.
- Clean and maintain show workspace.

3. Additional Programming

- Assist with builds, load-in, and load-out of special events.
- Lead and provide work direction to overhire Stagehands on specific projects.
- Complete assignments from Events Production Manager or Head of Stage Operations to ensure smooth operations of special events, rentals, and studio productions.

4. Maintenance

- As assigned, participate in the maintenance and safe operations of all performance spaces and elements, including automation software and machinery, scenery, and props ensuring they are safe for use and performance ready.
- Organize and restore scenery and props as assigned.
- Where applicable, assist with maintaining rigging equipment and ensure safety compliance in coordination with the Technical Direction team and Scene Shop Staff.
- Clean and repair props and scenic pieces for long term storage as assigned.
- Be available and willing to work cross departmentally where skills are applicable.
- Complete basic scenic/prop repairs as needed, communicating with the scene/prop shop for larger repairs.
- Work with Head of Stage Operations on the organization, cleaning and maintenance of performance venues and backstage areas.

ESSENTIAL KNOWLEDGE AND QUALIFICATIONS

- Demonstrated experience and interest working on stage or in theatrical or entertainment venues. Previous experience as an Automation Operator is preferred.
- Safe operation and experience working with basic hand and shop tools.
- Experience in the maintenance of complex stage machinery and automation equipment, including hydraulic, pneumatic, electrical, and networking systems. Knowledge of mechanical design and the physics of stage machinery is a plus, as is experience working with Creative Conners automation equipment.
- Experience with safe rigging practices and automation equipment is strongly preferred.
- Forklift experience is a plus.
- Organizational skills and understanding of construction techniques are an asset.
- Can remain calm to support and reassure actors and ensure a smooth performance.

- Can perform the following: lift up to 50 pounds repeatedly throughout an assigned shift; maneuver in low light or darkness; work at or above floor heights; lift, push, and pull with precision; and stand and sit for extended periods of time.
- Experience with and commitment to working with individuals and teams that exemplify diversity of identity, experience, and perspective, including but not limited to race, color, gender, gender identity, gender expression, age, family and/or marital status, creed, religion, ancestry, disability, national origin, sexual orientation or sexual identity, veteran status, genetic information, pregnancy, body size/type, status with regard to public assistance or any other basis protected by federal, state or local law.
- Must be willing and able to work flexible hours/days, including evenings and weekends, reflective of the dynamic schedule of the theater.

Applicants must submit a resume to be considered for the position.

THE LOCATION

The Guthrie Theater is located in the historic Mill District along the Mississippi River in Minneapolis, Minnesota. As the largest city in the state, Minneapolis offers a large variety of parks, lakes, great food, festivals, malls and more.


WHY SHOULD I APPLY?

Be a part of a leading non-profit organization that is committed to serving not only the local Twin Cities community but the industry as a whole. In addition to a competitive salary, the Guthrie offers top-notch employee benefits and staff perks.



Competitive Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Savings Account (HSA)
- Employer Contributions to HSA
- Flexible Spending Accounts (FSA)
- Group Life Insurance
- Voluntary Life Insurance
- Long-Term Disability
- Short-Term Disability
- Employee Assistance Program
- 403(b) Retirement Plan (with employer match up to 4.5% after one year of service)




Paid Time Off

- Generous Paid Time Off (PTO)
- Volunteer Time Off (VTO)

Other Employee Perks

- Guthrie Store discount
- Employee Affinity Groups
- Discounts at onsite restaurants
- Discounts at other local businesses



Transportation

- Subsidized passes for Metro Transit buses and trains
- Discounted pre-tax monthly ramp parking
- Discounted bike locker rental



Complimentary Tickets

- To Guthrie productions



Discounted Tickets

- To all shows produced by the Guthrie
- To some performances hosted by the Guthrie



Classes and Camps

- Discounts to Guthrie classes and camps

A NOTE FROM HUMAN RESOURCES

Applicants must submit a **resume** to be considered for the position.

Apply online here: <https://recruiting.ultipro.com/GUT1000/JobBoard/47c392e4-6d7f-1e47-226b-ee862ea48cfb/OpportunitiyDetail?oppportunityId=6b36735b-3835-4de1-bb37-a51f46ed25f5>