

Paramount Center for the Arts

JOB DESCRIPTION

TITLE: Stage Technician – Tier 1

DATE: OPEN (beginning March 2026)

REPORTS TO: Technical Director

DEPT: Stage

FUNCTION:

Paramount Center for the Arts (PCA) Stage Technicians play an integral role in creating and supporting great live entertainment at St. Cloud’s historic vaudeville era venue. Arts disciplines include live theater, family shows, comedy, dance, and live music, featuring local and regional artists, and national touring acts. A PCA Stage Technician is part of a team responsible for performing routine duties in support of all stage activities related to the placement and movement of audio, lighting, and stage equipment, for the smooth and efficient operation of the PCA. Teamwork, attention to detail, problem-solving, and reliability are crucial to the success of this position. In addition, this position requires the ability to promote a positive, passionate work atmosphere by working with internal and external contacts in a professional and proactive manner. At the PCA, stage technicians conduct their work professionally and proactively, ensuring it is consistently correct and on time.

DUTIES/RESPONSIBILITIES

- Operate and/or troubleshoot all stage equipment.
- Assist road crews with integration of their systems in the PCA.
- Serve as stage technician for internal events, rental clients, and PCA produced events (Paramount Presents).
- Consistently maintain stage systems and equipment and communicate issues and concerns to the Technical Director.
- Perform work for load-ins, load-outs, and set-ups, and strikes in the entire facility as needed.
- Perform routine maintenance as needed.
- Attend meetings and training as needed.
- Perform other duties as needed and/or directed.

POSITIONS SUPERVISED

NUMBER OF EMPLOYEES

DIRECT/INDIRECT

None

SUPERVISION RECEIVED

Stage Technicians report to the Technical Director during work activities and performances.

FINANCIAL RESPONSIBILITY

The Stage Technician position does not have any financial responsibility.

CONTACTS

The Stage Technician position interfaces regularly with artists, clients, road crews, audiences, and Paramount staff from multiple disciplines and departments.

QUALIFICATIONS

To perform this job successfully, an individual must satisfactorily perform their essential duties. The listed requirements represent the knowledge, skills, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **REQUIRED:** Basic interest and experience in theater, live entertainment, and backstage work and operations.
- **PREFERRED:** Knowledge of theater, live music production, and stagecraft, including operation of current sound, lighting, and stage equipment, though training is provided on a continuing basis
- **EXPERIENCE:** Minimum 2-year stage crew experience preferred at the high school or college level, or in a community theater. Life experience and other work experience are considered carefully.
- **AGE:** 18 years of age at hire
- **BACKGROUND:** All applicants are required to submit a criminal background check before hire.

SKILLS & REQUIREMENTS:

- Commitment to safe work practices and a safety culture mindset.
- Appropriate dress is required for work during performances and events.
- Maintain a positive work atmosphere by behaving and communicating in a manner that enhances collaboration with musicians, guest artists, co-workers, supervisors, customers, and vendors.
- Conduct representative of PCA values: community, inclusivity, quality, respect, & stewardship.
- Demonstrate professionalism and expertise.
- Highly developed interpersonal skills with an emphasis on communication and collaboration.
- Ability to perform diverse duties and commitment to develop broad knowledge of theater, live music production, and stagecraft.
- Ability to be a “problem solver”, taking initiative and doing whatever is necessary to make things work, safely, efficiently, and with an eye toward positive audience experiences.
- Ability to use basic power and hand tools as needed.
- Ability to operate house audio, lighting, & stage equipment, and willingness to learn & develop skills.

OTHER QUALIFICATIONS:

- Ability to work and meet deadlines in an environment with frequent distractions.
- Ability to apply common sense understanding to carry out oral or written instructions.
- Knowledge of Microsoft Office and Outlook applications.
- Language skills: Ability to communicate effectively and concisely with clients, volunteers, sponsors, vendors, and employees, and artists, in person, and occasionally through email.
- Employees must have reliable transportation to and from work

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The work environment and physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The environment during most events is energetic and fast-paced.
- Frequent standing, walking, bending, frequent use of hands, stooping, and lifting (between 25 and 75 pounds) is needed.
- The noise level in the work environment is usually moderate, though it can approach 90-94 dB during live music events. Ear protection and other personal protective equipment is encouraged as necessary.

