



Colorado Chautauqua Association

Position Description

April 2024

Seasonal Stagehand / Technical Staff

Association Mission and Values

The Colorado Chautauqua Association (CCA) is a 501(c)3 Colorado non-profit corporation dedicated to preserving, perpetuating, and improving the site and spirit of the historic Chautauqua by enhancing its community and values through cultural, educational, social and recreational experiences. The chautauqua experience is based on lifelong learning, love of nature, voluntary simplicity, music, oration and the arts. Historic significance, traditions, cultural relevance, respite, and enrichment are among the community benefits provided by the Colorado Chautauqua.

General Purpose/Description

This is a seasonal, part-time, non-exempt, non-benefited position, assisting with stage and audio/visual aspects of event productions at Chautauqua for both CCA produced and co-produced events. Evening and weekend work is required in meeting position responsibilities. For emergency and inclement weather reporting this position is considered non-essential.

Duties and Responsibilities

- Load-in & out of production, band and rental equipment.
- Assist crew with band set changes.
- Cabling, assist audio & lighting crew as directed.
- Assist with hanging banners and setting up pipe and drape.
- Maintain clean appearance of stage, equipment and storage areas.
- Assist lighting & Audio crew as directed by Stage Manager or PM; Spotlight operation if required.
- Maintain curtains, drapes, risers and other staging items.
- Assist audio crew with stands, mics, cables, etc.
- Assist lighting crew with fixtures, lamps, gels, cabling, etc.
- Assist with stage clean-up, sweeping and mopping.
- Properly trained and follow CCA Technical policies and procedures and safety guidelines, including the operations of CCA equipment.
- Trained and knowledgeable as to CCA's safety guidelines and emergency response plans and execute those in the event of an emergency.
- Other duties as required.

Knowledge/Skills/Experience

- 2-3 years of stage or production experience.
- Experience in audio, lighting and video systems.
- Excellent communication and interpersonal skills, including ability to listen well.
- Ability to function efficiently and amiably in a fast paced, complex and demanding customer service environment.
- Able to coordinate and execute multiple tasks simultaneously.
- Flexibility with work schedule is required. Must be able to work nights and weekends.

Behavioral Traits and Attitudes

- Demonstrates results-orientation.
- High energy team player with a positive, can-do attitude.
- Flexible and able to accommodate changes in production effectively.
- Self-motivated and able to work independently.
- Desire and ability to learn quickly.
- Ability to stay calm and be an effective problem solver in stressful situations.
- Demonstrate excellent customer service attitude and orientation.
- Responsible for maintaining a consistent high level of quality and professionalism.

Reporting Relationships:

Reports to Production / Technical Manager

Education Requirements:

High school diploma

Physical Requirements

Duties require lifting, pushing, pulling and/or carrying of objects weighing up to 75 pounds. Must be able to climb stairs, ladders as well as navigate the site which has a 200-foot elevation change. Must be able to climb steps, ladders, and scaffolding as high as 75-feet. Must be able to crouch, crawl and move with agility in tight spaces. Must be willing to work outside in all types of weather.

Additional Qualifications Every employee at the Colorado Chautauqua Association is expected to be a creative problem solver as well as possess a strong and positive attitude regarding hospitality and customer service, striving to provide a high-quality guest experience through every action taken.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.