



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC

Job Announcement

Venue Technician/ Coordinator

Full-time/ Exempt – Annual Salary of \$45,000 to \$55,000 depending on experience.

COMMUNITY PROFILE

Sun City Anthem (SCA) is a Del Webb developed community located in Henderson, Nevada, the second largest city in Nevada, with a population of nearly 330,000 residents. Developed in 1998, the beautiful and expansive 55+ active adult community covers 3,500 acres with 7,144 homes. SCA is home to approximately 12,500 total residents.

The community is governed by a seven-member Board of Directors who typically serve two-year terms. SCA amenities and facilities include three clubhouses with 130,000 square feet of recreational space including three indoor swimming pools, two outdoor pools, tennis courts, pickle ball, bocce, a 300-seat performing arts theatre, fitness centers, group exercise rooms, privately owned and operated day spa, and a grand ballroom.

SCA has nearly 60 chartered clubs and maintains a Community Patrol, a Community Service Group, a Neighborhood Watch Program, and an Emergency Preparedness Service Group.

POSITION SUMMARY

Serve as the Venue Manager position for Sun City Anthem Community Association. This is a full-time/ exempt management role responsible for setting up and testing sound, lighting, and other equipment, adjusting sets at any of the property's multiple venues, under the direction of the Activities Director. The incumbent is responsible for maintaining venues and serves as the liaison between committees, staff, and senior level management to ensure that all support and service is conducted and fulfilled in a manner consistent with the standards, goals, and objectives of the Chief Operating Officer (COO) and Sun City Anthem Community Association.

SKILL AND ABILITY REQUIREMENTS

- Must be detail oriented and have the ability to multi-task.
- Must have knowledge of video, sound, and lighting experience.
- Ability to work flexible hours including weekends, days, evenings, and holidays that vary function to function.
- Must have basic working knowledge of computer and other office equipment, i.e., multi-lined phone system, walkie-talkie, and copier.
- At a minimum, must be skilled in the use of Word for Windows, internet search functions, and e-mail.



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC

- Ability to work and complete assignments.
- Ability to see well enough to read faint writing or printing, with corrective lenses if needed.
- Must be mentally alert always and demonstrate good reasoning skills.
- Must be able to manage one's own time efficiently.
- Choose the most appropriate actions for each situation.
- Actively look for ways to help people.
- Review information to develop and evaluate options and implement solutions.
- Must be meticulous, dependable, self-motivated, organized, detail-oriented, flexible, and able to prioritize. Able to function effectively under stress, time constraints, and with potential interruptions.
- Must be able to work in small and confined spaces for extended periods of time.
- Must be able to speak in a clear and understandable voice so that communication may be conducted with people of various levels of education and capabilities.
- Must be able to interact with all types of individuals, be mentally alert, detail oriented and have good reasoning skills.
- Must be able to drive appropriate vehicles and possess the necessary driver's license required by the state with an acceptable driving record.
- Skilled in maintaining an efficient cheerful and professional attitude while dealing with people in volatile and sensitive situations.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Essential responsibilities may include but are not limited to the following:

SUPERVISORY RESPONSIBILITIES:

- Motivate, direct, and coach staff.
- Train staff in Association quality of service.
- Support staff in daily operational needs in maintenance.
- Effectively schedule personnel coverage to meet workload.
- Participate in the hiring process.
- Have a working knowledge of all departments to act as a technical liaison.
- Maintaining a safe environment for members and staff.
- Acts as a liaison between staff and senior management.



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC

DUTIES/ RESPONSIBILITIES:

- Must be able to train and learn all the various pieces of equipment dealing with sound and lighting systems as used for live and theatrical performances.
- Must be able to rig lighting fixtures above stage as well as install gel on the lighting fixtures in their proper color and place.
- Must be able to set up microphones and other equipment so that the sound equipment can be used to its fullest potential to protect the sound without feedback or unbalance.
- Install and/or repair electrical lighting, sound equipment and or audio/visual equipment in any of the venues, using common hand tools.
- Maintain and adjust stage curtains and rigging as to the needs of different performances.
- Set up and operate the VCR and video projector, slide projector, overhead projector and other equipment as needed for the different performances and presentations.
- Must maintain all venues as seen fit by the Director of Activities.
- Must be flexible to work extended hours, weekends, and holidays. Must be meticulous, dependable, self-motivated, organized, detail orientated and able to prioritize. Function effectively under stress and interruptions.
- Possess good people skills in order to deal well with a variety of personalities.
- Accountable for one's own work and others.
- Interact with residents and members of the public as required.
- Comply with the Community Association safety program and meet OSHA requirements and standards.
- Perform other duties and or project as directed by the Activities Director.

PHYSICAL REQUIREMENTS

- Able to stand for extended periods of time.
- Must have manual dexterity required for use of all the venue(s) equipment and basic center operations such as typing, writing, answering phone.
- Ability to walk inside, outside, and upstairs without assistance.
- Ability to sit, stand, stoop, kneel, push, shove, lift, carry and move objects that can weigh up to 50 pounds.
- Ability to exchange and receive information through oral communications and to make discriminations in sound.
- Ability to see well enough to read faint or partially obscured writing or printing with or without corrective lenses.

WORKING CONDITIONS

- This position will alternate between working indoors in a controlled climate and with proper lighting, to an outdoors setting with variable climate and lighting.



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC

- May be required to work with toxic and/or dangerous chemicals. (Training and Personal Protective Equipment will be required to safely execute this requirement)
- Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
- For safety reasons, an employee must remain alert to working conditions and aware of safety, health, and environmental concerns.

EQUIPMENT USED

- Audio-visual equipment, laptops, projectors, video screens, sound speakers, microphones (XLR and wireless), sound and mixing boards, connecting wires and cables, and others as may be required.

REQUIRED EDUCATION, TRAINING, AND WORK EXPERIENCE

- Requires a high school diploma/ GED.
- Minimum 2+ years of related experience operating stage equipment including light and sound.

SAFETY

Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

TO APPLY:

[SCA Career Center](#)

EOE

DFWP