



CAREERS AT DISCOVERY GREEN

Thank you for your interest in employment opportunities at Discovery Green!

The Conservancy, a private 501(c)3 nonprofit organization, manages Discovery Green, a 12 acre public park in downtown Houston. This \$125 million project was developed as a public/private partnership. Discovery Green is open 365 days a year and is active at all times with a mix of traditional park activity along with creative events and programming. The Conservancy's mission is to operate an urban park that serves as a village green, a source of health and happiness for our citizens, and a window into the diverse talents and traditions that enrich life in Houston.

The Conservancy is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, genetic information, handicap, or status as a disabled and/or Vietnam Era veteran.

Discovery Green Benefits

Insurance

Insurance coverage is effective the first of the month following the 90-day introductory period. Several programs are available to full-time employees, including:

- Medical Insurance: Employee and dependent coverage available
- Dental Insurance: Employee and dependent coverage available
- Life Insurance & AD&D: Employee coverage at no cost to the employee
- Long Term Disability: Employee coverage at no cost to the employee
- Voluntary Life and Short Term Disability: Coverage available at a group rate through payroll deduction

Time Off

The Conservancy provides a generous schedule for time off for full-time employees under the following leave categories. Leave banks have maximum accrual rates and are adjusted as the employee gains tenure.

- Annual or Vacation Leave: Employees accrue 8 hours per month, available beginning the first of the month following the 90-day introductory period.
- Administrative or Personal Leave: Employees accrue 8 hours per month for sick leave and other personal issues outlined in the employee manual, available beginning the first of the month following the 90-day introductory period.
- Holidays: Employees receive 9 paid holidays per year.

Other

- Employees receive a transportation allowance to help offset the expense of traveling to and parking downtown.
- Employees may participate in the Discovery Green Conservancy 401k retirement plan which has an employer matching contribution up to 6% after one year of service.

Job Title: Event Technician, Programming Department

Work location: Discovery Green, 1500 McKinney, Houston, TX 77010

Reports to: Event Coordinator

Department Information: The Programming Team manages the entire programming experience in the park, including scheduling, promotion, logistics and reporting of several hundred events each year.

Pay Type: Full Time, non-exempt, 40 hours/week

Pay: TBD; reviewed annually

Benefits: Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Pension Plan, Flexible Compensation Plan (Section 125 Cafeteria Plan), Paid Time Off, Holiday Pay, Parking Allowance

Work Schedule: Hours vary according to the schedule. Evenings, weekends and some holidays required; candidate must be prepared and willing to work whenever scheduled.

Essential Duties and Responsibilities:

60% Event Services, 20% Maintenance, 20% Park Technology

Event Services - 60%

- Works various events, from large productions to small, as required. Duties may include front of house mixing, stage mixing, facilitating general load in, set-up and load out, running lights and video, trouble shooting and connecting power and electrical and all other assignments as required.
- Determines the necessary technical support in advance of production dates, such as lighting, sound, staging, video and special needs, necessary for events and performances.
- Reviews tech riders and completes audio, lighting and video advance work for events. Evaluate the need for renting equipment and specific crew numbers for AV needs.
- Develops and solicits competitive bids for vendor services for select events, and for equipment purchase or capital projects.
- Follows load in, event and load out schedule. In communication with the Event Coordinator, make adjustments as needed to the schedule. Helps to organize meals breaks on event & concert days.
- Works with vendors for venue rentals and Discovery Green events and concerts.
- Actively participates in training and coaching crew as needed on all event equipment. Facilitates the use of any and all equipment.
- Maintains safe working environment; advises Event Coordinator of possible risks or hazards.
- Attends weekly Programming Meetings, in order to assist in the technical aspects of concerts & events. Attends meetings with venue rentals to determine tech needs for upcoming events. Maintains work calendar using Outlook.
- Tracks sponsorship benefit logistics like banners, other signage/technology.
- Keeps current on industry trends in audio systems, lighting and video and best practices to accommodate the needs and requirements of events and venue rentals.
- Assists all departments with DVDs, photos, and other media to be displayed or as part of performance.
- Troubleshoots breakers and electrical power.

Equipment/Facilities Maintenance - 20%

- Monitors the condition of equipment including lighting, sound, and video equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment. Maintains inventory and, through Event Coordinator, orders specialized supplies.
- Performs seasonal inventory.
- Checks out/in equipment as needed.
- Maintains daily communication with Event Coordinator.
- Operates, maintains and safeguards the technical assets of the Park, including supervising the use of lighting, sound, communications equipment, video and the use and maintenance of the stage(s).
- Troubleshoots with audio systems, lighting and video as needed.

Park Technology - 20%

- Assists with other event-required technology including wifi, Pandora, electrical, breakers, etc.
- Assists Operations and Admin with park technology, including but not limited to:
 - o Setting up AV and other equipment for meetings,
 - o Troubleshooting wifi and security camera technology/equipment
 - o Setting up POTS lines, computers, etc.

TRAINING

- Training will be made available for software (EventBooking, Outlook)

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Minimum of 3 years working in corporate events, outdoor festivals, theatre and live music.
- Extensive experience with analogue and digital consoles.
- Experience with event power, making connections and trouble shooting.
- Excellent technical knowledge in setting up systems, components, patching, and troubleshooting.
- Working knowledge of audio console (Soundcraft GB4-32), front of house engineer for 5+-piece band, monitor mixing, stage lighting & Sanyo 12000 lumens projector and electrical power.
- Ability to maintain irregular and extended working hours, able to work long hours, overtime, nights, weekends and holidays, in an outdoor environment year round.
- Able to lift, push or pull objects up to 100 pounds using appropriate tools.
- Ability to communicate effectively both orally and in writing.
- Strong customer service skills and professional manner to build and maintain and provide quality service with an approachable attitude, open mindedness and a willingness to collaborate.
- Excellent organizational and time management skills with the ability to **independently** follow through to completion of projects, as well as to multitask and handle frequent interruptions. This position requires work under pressure of deadlines in a fast-paced environment.
- Able to quickly and easily adapt to changing situations and priorities in a calm and professional manner.
- Good computer skills: Microsoft with Windows 7, internet, email.

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To apply, please go online to <http://www.discoverygreen.com/the-staff-at-discovery-green> and follow the link to submit your application and resume.