



VACANCY POSTING NOTICE – June 12, 2025

Title:	Operations & Technical Manager (Events Operations Specialist II)
Salary Range:	\$48,168.00
Contract Term Length:	12 Months
Standard Hours:	37.5
Work Location:	On-Site
FLSA Status:	Exempt
College:	Henderson Community College
Department:	Preston Arts & Events Center

Total Rewards

Henderson Community College offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity, including:

- Exceptional health care, vision, and dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match
- Vacation/Sick Time
- Work-Life Balance
- 9.5 Paid Holidays
- 2 Weeks Institutional Closing Pay (Last 2 weeks of December) for qualifying positions
- Employee Assistance Program

Job Summary

Henderson Community College seeks a friendly and dedicated professional to serve as the Operations & Technical Manager who provides technical support and directs daily operations of events, including monitoring the budget and supervising event temporary staff to ensure that operations run efficiently, economically, and in line with college and department goals and policy.

Job Duties:

- Serves as technical director for performing arts rental stage productions; provides technical support for facility rentals and for HCC events (Convocation, Commencements, Healthcare Fairs, Career Fairs, Employee Meetings, etc.); requires occasional nights and weekends.
- Responsible for day-to-day operation of the facility, including use of stage area, production equipment, and all backstage areas (works closely with HCC Business Office, HCC maintenance & operations, custodial contractor, etc.).
- Supervises and trains part-time stagehand personnel and the associated part-time personnel budget.
- Works closely with HCC partners (Henderson Area Arts Alliance-HAAA, School of Fine Arts-SOFA, Ohio Valley Art League-OVAL, local school systems, etc.) supporting local productions, rentals, meetings, fairs, art gallery installation, etc.
- Responsible for oversight of rental contracts, arts performance riders, rental scheduling, and scheduling maintenance repairs with the College Maintenance & Operations department.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree or equivalent experience, two to four years (Technical Theatre or related field).
- Schedule requires occasional nights and weekends.
- High attention to detail, independent, self-motivated, adaptable to fast-paced environments.
- Professional and courteous communication at all levels, both internally and externally.
- Clear verbal and written skills.
- Organizational skills.
- Ability to efficiently prioritize and meet deadlines.
- Proficient in Microsoft Office (Excel, Forms, Outlook, Teams, SharePoint, Word).

Preferred Qualifications:

- Experience working with theatre production companies.
 - Experience working at the community college level.
 - Supervisory skills.
 - Experience as a sound board operator utilizing sound control systems.
 - Experience as a lighting board operator utilizing lighting control systems.
 - Experience providing technical support for public presentations and artistic performances.
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Application Deadline: Open Until Filled; we will begin reviewing applicants on June 19, 2025.

In addition, please upload a letter of interest, resume, and transcripts.

Employee Rights - Employee Polygraph Protection Act

Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.

Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.
