



City of Ames Auditorium Technical Specialist

SALARY	\$24.60 - \$26.10 Hourly	LOCATION	50010, IA
JOB TYPE	Less than 20 hours/week	JOB NUMBER	25-PRATS-01
DEPARTMENT	Parks and Recreation - Temporary & Part-time positions	OPENING DATE	10/21/2025
CLOSING DATE	11/7/2025 5:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT/MERIT		RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&t=2s&wmode=opaque&rel=0>

The City of Ames Parks and Recreation Department has an exciting opportunity for Auditorium Technical Specialists!

Candidates interested in this opportunity can expect to work as needed, days, evenings, nights and weekends.

Auditorium Technical Specialists are directly accountable to the Auditorium & Bandshell Manager and adjunctly accountable to the Parks & Recreation Superintendent and the Director of Parks & Recreation.

Examples of Essential Job Functions

- Provides artistic & technical expertise to internal and external groups and activities; designs and implements Auditorium Technician training in area(s) of expertise.
- Oversees daily operations as outlined.
- Completes required paperwork for record keeping (e.g. hour logs, incident reports, etc.) as outlined.
- Consistently enforces all auditorium policies, rules, and regulations and educate patrons about them.
- Recognizes and responds quickly and effectively to all emergencies.
- Oversees inventory of supplies & equipment and notify Auditorium & Bandshell Manager of needs.

- Ensures a safe environment by minimizing or eliminating hazardous situations and behaviors.
- Inspects the facility daily and report any unsafe conditions or equipment to the Auditorium & Bandshell Manager.
- Administers first aid, cardiopulmonary resuscitation (CPR) or use an AED in an emergency.
- Oversees routine cleaning and maintenance as directed.
- Participates in training sessions and staff meetings.
- Supervises internal and external groups and activities.
- Other assigned duties as assigned by the Auditorium & Bandshell Manager.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Age Requirement:

- Must be at least 18 years of age.

Education and Experience:

- Fine Arts background
- 5 years of experience in at least one area of technical theater or a combination of relevant education and experience.
- First Aid/CPR/AED certification preferred but not required.

Knowledge, Skills, and Abilities:

- Ability to demonstrate strong verbal communication skills, initiative, dependability, organization, enthusiasm, leadership, and a desire to serve the public.
- Ability to understand, appreciate and embody the City of Ames Core Values.
- Ability to maintain an exceptional level of safety.
- Ability to administer first aid, cardiopulmonary resuscitation (CPR) or use an AED in an emergency.
- Ability to maintain a professional appearance (staff shirt w/ black or khaki pants) at all times while on site.
- Ability to maintain a professional demeanor (calm and courteous) at all times while on site.

Supplemental Information

Physical & Environmental Characteristics

General Physical Characteristics: Occasionally lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds; infrequently lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distances close to the eyes.

Required Physical Activities: Climbing, kneeling, reaching, walking, pushing, pulling, finger dexterity, grasping, feeling, talking, and hearing.

Environmental Conditions: The work is performed inside and outside (seasonal) and includes being exposed to mechanical hazards, darkness or poor lighting conditions, and heights greater than ten feet above the ground.

Equipment Used on the Job: A variety of general office equipment; telephone; audio-visual equipment; computer hardware, software, and related equipment, automobile, a wide variety of printed materials; various theatrical equipment; clock, ruler, and tape measure; some general purpose hand tools and maintenance equipment.

Selection Process:

The selection process consists of an evaluation of education and experience, an interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Auditorium Technical Specialist Supplemental Questionnaire

***QUESTION 1**

Are you at least 18 years of age?

☐ Yes

☐ No

***QUESTION 2**

Do you have 5 years experience in at least one area of technical theater or an equivalent combination education and experience?

☐ Yes

☐ No

***QUESTION 3**

What skills and experience do you have related to this position?

***QUESTION 4**

Are you First Aid/CPR/AED certified? Candidates not possessing these certifications may still apply, the City will provide this training.

☐ Yes

☐ No

*** Required Question**