



TECHNICAL PRODUCTION ASSISTANT

Oxygen Eventworks is looking to add a full time member to its technical production team. This entry-level position will work directly with Oxygen's in-house technical directors, sales and warehouse team. The Technical Production Assistant will assist with all aspects of event production including: sourcing subrental equipment, preparing technical drawings and gear lists, working with warehouse staff on specific show related needs, and installing/breaking down equipment on site. This role will also include some light administrative work in regards to updating Google Drive folders, corresponding with vendors and managing crew check in/check out on site as needed. It should be noted that this position will frequently require work outside of standard business hours, including nights, weekends and possibly holidays.

Main Responsibilities:

- Generate/assist with Technical Drawings and gear lists
- Compile and distribute show specific information to coworkers, freelancers and clients
- Liaise with warehouse staff in regard to show specific needs
- Work on site with install/break-down crew as needed
- Manage small rentals for sales team

Secondary Responsibilities:

- Work in warehouse to check in/out equipment
- Assist with sourcing subrental equipment
- Assist on-site crew with punching in/out of time clock software

It is a bonus if you have:

- Prior experience as a stagehand/AV technician etc
- Prior experience working with Vectorworks
- Prior experience with Flex Rental Solutions

Physical Requirements:

- This position will require, standing, sitting, and crouching potentially for long periods of time on hard surface.
- This position will require the ability to lift up to 50lbs unassisted and frequently
- This position will require frequent work at height on ladders, and personnel lifts.

OXYGEN EVENTWORKS

1861 41st Street Astoria New York 11105 T: 212.255.2542 oxygeneventworks.com
info@oxygeneventworks.com