



Job Description
Technical Entertainment
Entertainment Technician - AUTOMATION

Basic Job Description

The Automation Technician is the operator of the automated stage rigging system in the main theater (up to 32 automated drops) for all shows and activities (includes full-cast production shows, magic shows, variety shows, Welcome Aboard Show, Carnival Legend Show, Game Show, lounge talks & presentations and more). She/he is also responsible for the cleaning & maintenance of the drops as well as assisting the Floor Technician with the maintenance and repair of the scenery and props.

Job Requirements

The Automation Technician is expected to act professionally and must be able to comply with all shipboard rules and regulations (including but not limited to Safety Trainings/Drills/Rules, Carnival Look, Uniform & Dress Code, Alcohol Policy, Hygiene Standards, etc). To be considered for employment, you must meet the following requirements:

- Associate Degree in Mechanical/Electrical Engineering or a minimum of one year equivalent work experience
- Theater background and experience, be familiar with industry terms, standards, rules, regulations and common practices
- Be able to work under pressure, multitask and make quick judgment calls
- Basic knowledge in PC hardware & software maintenance and repair
- Basic rigging knowledge, able to inspect and identify issues and hazards (rigging maintenance & repairs are performed by outside contracted companies)
- Comfortable working at heights, be able to safely climb to operate electric hoists for various scenery pieces hanging at heights up to 35ft (10.5m)
- Be able to work in a “review-house” environment, with different shows happening in the same theater throughout the cruise, each one requiring different setups and pre-checks.
- Friendly, professional, self-motivated individual with a willingness to learn
- Excellent English verbal skills, able to understand and speak fluently in show-running environments (over communication headsets, in noisy areas, different accents, etc)
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Good overall health and physical condition (*to be determined by physician*)
- Ability to lift/move up to 50 pounds
- Must be able to safely climb an A-frame ladder and properly operate a Genie lift
- Required to work up to 10hrs per 24hr period, 7 days a week.
- Required to work on a per contract basis, 6 – 8 months each with up to 2 months of non-paid leave in between contracts.
- Able to provide forward facing guest interaction during certain job functions, side duties or related troubleshooting, with the intent to exceed our guests’ expectations.

Job Responsibilities

The Automation Technician’s job responsibilities include, but are not limited to, the following activities:

- Perform show load-ins and load-outs (together with the Floor, Audio & Lighting Technicians) for each show
- Perform a rig check before each show following the preshow checklist procedure:
 - Power cycle control cabinets
 - Verify calibration and position of all the automated units
 - Run a cue-by-cue of the automated sequences for the show on an empty stage



- Load in, setup, and perform pre-show checklists of sets, props and applications.
- Fill out the Automation Technical Reports detailing any new or outstanding problem pertaining to the computer or mechanical rigging system, and submit them to the Shipboard and Shoreside Supervisors weekly, copying the Entertainment Technical Manager and the Cruise Director.
- Immediately notify the Entertainment Technical Manager, Cruise Director, Shipboard and Shoreside Supervisors upon finding any fault or malfunction that could affect the safety of the cast, running crew, guests, or the ship itself during the show, if operated.
- Safely and securely operate all of the automated equipment during all shows, as per the provided cue sheets and upon being given clearance over the intercom by the Floor Technician, and also after double checking visually in person and on the surveillance camera monitors.

NOTE: Any negligent/unsafe operation of the automated rigging systems which poses a safety risk, or causes the potential for equipment damage is subject for review. Review may result in disciplinary action including the possibility of termination of employment.

- Perform cleaning and basic maintenance of the stage rigging system that includes:
 - Cleaning of the drops and stage LED screens from dust and pyro residue
 - Vacuuming under the stage turntable
 - Inspect aircraft cables for twisting, kinks, unraveling, etc.
 - Inspect the orchestra pit for garbage, fallen objects, various hazards, etc.
 - Basic maintenance of PC components & hardware
 - Cleaning and calibration of orchestra lift/turntable
 - Cleaning and calibration/replacement of encoder couplings and cabling
 - Maintaining proper trim height (limits) for all line sets
 - Coordinating more intricate repairs through the shipboard Engine Department and shoreside Entertainment Technical Department
- Assist the Floor Technician with scenery and stage floor vinyl spot-repairs
- Respond to regular work calls (approx. twice a month) to perform (together with the Floor, Audio & Lighting Technicians) theater general cleaning and repairs
- Be available for different rehearsals, tech runs, etc. as indicated by the weekly work schedule or as requested by the Entertainment Technical Manager with at least 12 hours prior notice.
- Occasionally assist the Light Tech with loading pyro before shows (after proper training and certification being provided on board)
- Assist organized groups and charters with their requirements pertaining to the Automation Tech working areas and responsibilities.
- Assist with additional multiple show setups, rehearsals and tech runs during cast change (typically happening every six months for about 4-5 weeks)
- Depending on the experience and willingness, could share the responsibility of cast-shoes sole repairs (gluing of the cat's-paw, etc) with the Floor Technician (paid additionally)
- Attend the weekly Production Meeting along with the rest of the technical team
- Familiarize with basic audio/video/lighting equipment setup and operation, to be able to take on the "Tech On Duty" responsibility no later than four weeks after first joining a ship.
- Be part of the "Tech On Duty (TOD)" rotation (one week/cruise every four weeks/cruises), providing both guests and crew with entertainment technology related assistance:
 - Set up and strike audio/video/lighting equipment for group functions and meetings in various venues throughout the ship as indicated by the Groups Memo and/or Entertainment Technical Manager (paid additionally if also required to be present and assist for a portion or the entire function)
 - Set up and strike audio/video/lighting equipment for crew activities in various crew or guest areas, as indicated by the Entertainment Technical Manager



- Set up microphones for other department's presentations and functions as indicated on the weekly schedule
- Basic covering of duties (adjust microphone levels, switch lights on/off, play intro, etc) for some activities (Comedy Club, etc.) whenever the responsible technician is tied up with other more intricate/urgent duties that take priority.
- Carry the TOD mobile phone at all times and be reachable for assistance and basic troubleshooting regardless if at sea or in port (be present on board while docked).
- Periodically check and sign off on all packages addressed to Technical Entertainment, as well as CO2 tanks, etc, while in home port.
- Be part of the "Just Ask" rotation (approx. 2-3 hours every 6-7 weeks/cruises), providing guests with answers to various general questions upon their arrival on board in home port.
- Attend any safety, hospitality or job-related training as required and scheduled by the ship's command or immediate supervisors, including port-manning rotation.
- Ensure proper and thorough training on all job-related aspects to the incoming replacement technician during the handover period.
- All and any work-related duty or task as indicated on the weekly work schedule or requested by the Entertainment Technical Manager via email, phone or verbally.

Reporting Structure

The Automation Technician reports directly to the Entertainment Technical Manager. In addition, she/he should also follow the rules and regulations set by:

- Cruise Director
- Ship's Command
- Shipboard Entertainment Fleet Supervisors
- Shipboard Entertainment Fleet Technical Managers
- Shoreside Management Team
 - Stage & Automation Supervisor
 - Manager of Technical Entertainment
 - Director of Technical Entertainment

Assessments

Your job knowledge and overall performance will first be evaluated by the Entertainment Technical Manager and/or Stage & Automation Fleet Supervisor upon completing your 90-days probation period, and will determine your eligibility for the position from that point onwards. Provided you successfully pass your first three months evaluation, you will continue to receive periodic evaluations prior to each contract completion, no later than six months from the previous evaluation. You may also have additional performance assessments during your contract as shipboard/shoreside supervisors visit the vessel.

Opportunities for Advancement

As an Automation Technician, your next opportunity for advancement would be to Entertainment Technical Manager or Floor & Automation Fleet Supervisor. Your assessments for advancement will be carried out by the Shipboard Entertainment Fleet Supervisors and Fleet Technical Managers in collaboration with the Entertainment Technical Manager and Cruise Director.

Two copies of this job description should be handed over to the technician upon sign-on: one for their reference & guidance, the other one to be signed and sent back to the office to be kept in her/his file.

Name: _____ Date: _____ Signature: _____