

TITLE: Technical Director
DEPARTMENT: Theater, Facilities
REPORTS TO: Theatre Manager-YT Program Director Executive Director
SUPERVISES: Overhire Tech, Volunteers
STATUS: Salaried, Exempt
SCHEDULE: 24 hours per week, frequent evenings weekends
PAY RATE: \$16 per hour + Health & Wellness Bonus



TO APPLY: Interested candidates should submit 1-page cover letter, resume/CV and the names and contact information of up to three professional references who can attest to your experience to Christie@DurangoArts.org. The subject line of your email should be: ***Tech Director / your name.***

The Durango Arts Center (DAC) seeks a qualified Technical Director (TD) to provide direct technical oversight of the theater space and for DAC events that need technical resources outside of the Theater. DAC executes a number of productions as part of its season, and accommodates 60+ film/performance rentals of various complexities each year. The TD may be called upon to deal with a wide range of technical issues, therefore, he or she must have a strong working knowledge of the creative process of theatre, dance, music productions and presentations including, but not limited to, set, sound and lighting design and implementation. He or she must be able to operate, maintain, and safeguard all technical assets of the theater for any user of the space, including both DAC events and rentals. He or she must create a positive working environment, serve as a role model for all employees and volunteers, communicate kindly, directly, and efficiently, and represent the DAC in a positive light to the community.

ESSENTIAL JOB FUNCTIONS

1. Supervise and assist all users of the space (including event coordinators, renters, designers, technicians, etc.) with the use and implementation of all technical supports including set/props, lighting, sound and communications equipment, among others.
2. Supervise and assist all users of the space with proper use and maintenance of theater facilities and resources.
3. Supervise and enforce all schedules for load-ins, builds, techs, strikes, and load-outs of each event.
4. Troubleshoot any technical problems or challenges and implement a solution efficiently and in a timely manner.
5. Supervise and implement all technical and event needs for renters of the space, being available for the duration of the event.
6. Help build and implement set, props, lighting and sound for DAC productions.
7. Create, implement, and train all users of space on the DAC Rules and Procedures for the DAC Theater Space.
8. Help recruit, train, supervise, maintain and grow a robust paid and volunteer workforce to support DAC's technical theater needs.
9. Maintain an organized and clean work and storage environment on stage, side stage areas, dressing rooms, scene shop, lighting booth, and any other storage facilities in the theater.
10. Ensure the proper functioning and safety of all technical equipment.
11. Maintain inventory, implement equipment maintenance including repair and replacement, make recommendations regarding upgrades and purchases of technical equipment, and purchase upgrades or new technical equipment with approval from Executive Director and Theatre team.

QUALIFICATIONS

The successful candidate will have 3+ years' experience working in the technical theatre realm and/or the nonprofit sector. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

KNOWLEDGE OF:

- Operational characteristics and techniques used in theater production sound and lighting equipment.
- Operations, services and activities of technical operations of theatre programs.
- Principles, methods, materials, equipment and tools used in technical operations. Principles and practices of theater sound engineering.
- Principles and practices of stage lighting.
- Methods and techniques in maintaining, installing, and repairing electrical and mechanical equipment used in stage productions.
- Principles and practices of theater stage rigging.
- Set and scenery design and construction.
- Theater pre-performance, performance, and post-performance activities.
- Basic principles of operational characteristics of computer hardware and software.
- Office procedures, methods, and equipment, including computers and applicable software applications.
- Occupational hazards and standard safety practices and procedures.

ABILITY TO:

- Ensure the safe technical operations of the Durango Arts Center.
- Operate and maintain equipment, materials, tools, and supplies used in technical production and set design.
- Evaluate equipment needs and notify supervisor of need to repair or replace equipment.
- Troubleshoot theater equipment and computer problems.
- Utilize standard office equipment including computers and related software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

SPECIFIC PROTOCOL FOR DAC PRODUCED PRODUCTIONS/EVENTS AND RENTAL EVENTS:

Pre-Production/Event:

1. PRODUCTIONS

- Reads and studies the play; attends production meetings and works with director to execute his/her interpretation/concept of the play. Discusses and understands the show concepts with the director and artistic team.
- Receives ground plans, working plans, sketches, elevations, lights plots and/or all technical elements needed from the director and artistic team in order to oversee.
- Meets with Theatre Director to devise approximate working budget of labor and materials.

2. EVENTS

- Receives contract from theater personnel and contacts event coordinator to receive all technical and event needs.
- Prepares and organizes all technical and event needs.

During Production/Event:

1. PRODUCTIONS

- Attends productions meeting as needed to keep abreast of the progress of all technical elements

- Coordinates with the artistic team and ensures that all designs are completed and implemented safely, efficiently and in a timely manner.
- Present at “load-in” as well as rehearsals and performances as needed.
- Attends technical and dress rehearsals as needed to trouble-shoot and ensure that all technical elements are ready for opening.
- Is on call and available (at least by phone) during performances in case of emergency.

2. EVENTS

- Present at and supervises “load-in”.
- Implements all technical and event needs.
- Oversees the event from beginning to end.

After Final Performance/Event:

1. PRODUCTIONS

- Consults with the stage managers and artistic team in coordinating strike.
- Supervises strike and present at “load-out”.
- Ensures that everything returns to its “home” and stage, side and backstage areas left in neat and clean condition.
- Is last one out of building and completes all closing duties (lights out, doors locked, etc.).

2. EVENTS

- Oversee the strike of event and present at “load-out”.
- Ensures that everything returns to its “home” and nothing of DAC leaves the building, and that stage, side and backstage areas left in neat and clean condition.
- Is last one out of building and completes all closing duties (lights out, doors locked, etc.).

This job summary is not to be interpreted as all-inclusive; rather it aims to identify essential functions and qualifications of the Technical Director position. Applicants may be required to perform job-related responsibilities and tasks other than those stated above; certain functions not explicitly mentioned in this description are nevertheless understood to be essential to the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT: Office, theater, and stage environment; exposure to noise, dust and electrical energy; work with machinery; work at heights on scaffolding and ladders.

PHYSICAL: Sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding technical duties; walk, stand or sit for prolonged periods of time; heavy, moderate or light lifting and carrying; bending, stooping, kneeling, crawling.

REPORTING RELATIONSHIPS: Reports to the Facilities Manager and Executive Director. This position works closely with the Facilities Manager DAC Applause Director and the Artistic Director of the DAC Theatre Program

ABOUT THE DURANGO ARTS CENTER

The Durango Arts Center is a nonprofit visual and performing arts organization located in Southwest Colorado that serves the region by fostering creative expression through gallery exhibits, live theatre, artist services, the Durango Autumn Arts Festival and educational programs for all ages. DAC strives to support a creative dialogue among community members, ensuring that culture informs local decision-making and enriches our lives. Please visit our website, www.DurangoArts.org, for more information.

NOTE TO CANDIDATE

DAC is an equal opportunity employer and does not discriminate against employees or applicants on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, veteran status or any other class protected by law.