

Embassy Theatre Foundation, Inc.

Job Description

Job Title: Technical Director
Reports To: Chief Programming Officer
Classification: Exempt; Full-time
Salary Range: Starting at \$55,000, based on experience

General Description: The technical director is responsible for coordinating and executing the production requirements for Embassy Theatre performances and events. Participates in advance conversations and serve as a point of contact for touring, vendor and event production crews. Helps identify problems and recommends solutions for all production-related systems and processes. Helps plan and oversee maintenance of production equipment. Serves as an administrative liaison with the IATSE union local and Embassy stage crew, and shares responsibility for training stagehands in the proper use and handling of Embassy-owned equipment.

Duties and responsibilities:

- Represents the Embassy Theatre while working with touring and event production teams to execute technical requirements for events in all areas of the facility.
- Participates in planning and managing the allocation of resources to support technical rider requirements.
- Supervises contracted personnel, including IATSE, production crews and technical vendors.
- Responsible for helping to maintain technical, backstage and dressing room areas.
- Oversees the proper care and maintenance of Embassy lighting, audio, rigging, staging, projection and production equipment.
- Helps maintain accurate inventories of all stage equipment and stage production supplies.
- Helps to organize and lead Embassy stage equipment training and safety programs.
- Helps manage technical budget for stage equipment needs, prepare estimates for supplies and materials, and make recommendations for major expenditures.
- Prepares and provides promoters/presenters and Embassy staff with estimates for facility and equipment rental and labor/event service.
- Interprets technical documents, developing detailed plans and show notes for each event including production and contact information and staffing requirements, and distributes necessary information to appropriate Embassy personnel as may be necessary to properly support events.
- Must be able to lift at least 50 lbs.
- Performs other related duties as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience:

Bachelor's degree in production technology or a related field and at least four years related experience is preferred. Experience working in a performing arts facility or auditorium, for or with touring productions, and/or professional concert and Broadway production experience is a plus. Entertainment Technician Certification Program and other pertinent certifications are preferred. Must be able to work with a team, be independently responsible, be an excellent communicator and be able to handle multiple tasks and timelines.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and evening work schedules. Some work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short and long term disability; and paid vacation, holidays and sick days.