

TECHNICAL DIRECTOR – HARRIS CENTER FOR THE ARTS

DEFINITION

Under the direction of the Executive Director of the Harris Center, plans, organizes, directs and supports the technical aspects of events and activities, including, but not limited to, stage set-up, lighting, sound and related production functions for professional, student and community productions.

TYPICAL DUTIES

Oversees and controls technical aspects of daily event operations, including planning, organizing and directing event load-ins, set-ups, and strikes, and use of the facility's sound, lighting, stage and other technical equipment and systems; trains, supervises and evaluates the performance of assigned personnel; recruits, selects, trains, schedules and supervises hourly student and professional technical staff (e.g., a pool of 15-40 stagehands); interacts regularly with facility users and other staff in assisting with the planning, coordination and execution of programs, services and events; oversees, supervises, coordinates and supports the use of assigned areas (e.g., stages and backstage areas) and equipment by academic departments and other entities outside of the Harris Center for the Arts (HCA) organization; ensures compliance with HCA policies and procedures, and appropriate levels of staffing and supervision for presented events, rental events, and academic events and activities; performs and supervises limited set construction, painting, rigging and other theatre craft activities as needed; assists in developing and instituting policies and procedures for the HCA, particularly as these relate to stage and back stage operations; recommends changes to policies and procedures as necessary; serves as the chief safety officer for the stage and backstage areas by developing, implementing and monitoring a safety program for these areas; assures that, in advance of events, the technical staff contacts student organizations, campus departments, community organizations, commercial promoters and other users of the HCA to ascertain the technical requirements and staffing needs of their events, and prepares written advance sheets with cost estimates to document, summarize and communicate these discussions; with this information, works with artists and user groups, and coordinates technical staff to see events smoothly and successfully coordinated; ensures the timely and accurate logging of technical crew hours; approves time sheets and facilitates payroll for technical staff; provides written reports documenting technical operations, including stage supervisor reports, incident reports, and technical event summaries (indicating staffing, equipment and facility usage) needed to settle events; reviews technical riders for artists being considered for presentation and advises the Executive Director thereof; assures compliance with technical riders for artists being presented and works with artists' technical and artistic staffs to see events smoothly and successfully coordinated; assists with budgeting for technical equipment and technical staffing for the HCA; monitors actual expenses verse budget and helps develop and implement course corrections for variations thereof; assists in the specification and purchase of equipment and equipment upgrades; recommends capital improvement projects to the Executive Director; works with a wide variety of vendors to obtain supplies, rental equipment and services for the HCA in conformance with related policies and procedures; develops and oversees a program for equipment inventory and security; develops and oversees the execution of a preventative maintenance program for technical equipment and the HCA's theatre systems; inspects, monitors and evaluates theatrical equipment and work-related conditions to determine compliance with prescribed operating, safety and manufacturers' guidelines; trains staff in proper maintenance and use of equipment; enters data and other information into computers to assist with coordinating of events, maintaining of records, and communication with others; other duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years increasingly responsible experience, including at least one year in a lead or supervisory capacity, in a professional theatrical "Road House" setting, including supervision of stage operations and practical experience working with modern sound and computerized lighting systems; experience working with professional, community, and college productions is desirable.

EDUCATION

A Bachelor's degree from an accredited institution in technical theater or related field; **OR**, an Associate's degree from an accredited institution in technical theater or related field and two additional years of experience; **OR**, five additional years of experience.

SPECIAL REQUIREMENTS

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Modern sound and computerized lighting systems – must have proficiency in lighting and/or sound design; stage rigging and counterweight systems and standard practices for their operations; knowledge of electricity and electrical circuits, including but not limited to, the ability to safely load electrical circuits and dimmers, identify overloads and short circuits, recognize and where feasible repair defective equipment, and safely perform basic electrical wiring; basic knowledge of budgets and budgetary control; principles and practices of effective supervision and training; interpersonal skills using tact, patience and courtesy; use and handling of hazardous materials and chemicals.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; sustain regular work attendance; work a flexible schedule as needed to perform specific jobs and/or assignments; plan, organize, prioritize and supervise the workload of assigned areas of responsibility; supervise stage operations; supervise the work of others; work cooperatively with the public, students, faculty and staff; work independently with minimum direction; work as a member of a team; organize, manage, work with and train a part-time technician pool comprised of students and professionals with a wide variety of backgrounds in a hands-on learning environment; work effectively and sensitively with culturally diverse constituencies; accurately analyze, interpret and apply laws, policies and regulations; read, understand, interpret and implement from technical riders and other written documents (such as blueprints, sketches, schematics, ground plans, sections, manuals, etc); communicate effectively in English, both verbally and in writing; flexibility and ability to give clear directions; provide good customer service while working with a wide variety of constituents in the execution of events; establish and implement quality customer service procedures and systems among staff supervised; organize activities to achieve an end in a timely manner; meet schedules and timelines; be detail oriented and execute good judgment; analyze situations accurately and adopt effective courses of action; recognize and solve problems; maintain current knowledge of technological advances related to technical theater operations; operate professional sound and lighting equipment, and stage rigging systems, to achieve artistic ends; comply with relevant policies and procedures, and other applicable state and local laws; use technology, computers and software, spreadsheets and e-mail.

Physical and Environmental Factors: Lift up to 40 lbs. without assistance, and loads greater than this with assistance; occasionally exert 10 to 25 lbs. of force to lift, carry, push, pull or otherwise move objects; stand and maneuver for extended periods; climb ladders, operate personnel lifts, and work at heights more than 12 feet above the ground for extended periods.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Theatrical lighting instruments, follow spotlights, computerized lighting control systems, sound equipment, video equipment, audio and video recording systems, stage rigging systems, digital projectors, personnel lifts, hand tools, power tools, painting tools, electrical testing equipment, contemporary office equipment such as computers, copier, fax, telephone, etc.