



Assistant Technical Director

Job description updated June 2016

Classification: hourly, non-exempt employee, reports to Technical Director

Job Summary: The Assistant Technical Director plays an important role in the management and maintenance of Arts United's theatrical spaces including the Arts United Center stage and scene shop, ArtsLab at the Auer Center, temporary outdoor stages and equipment, and auxiliary technical spaces. The Assistant Technical Director is an essential member of the Arts United Operations Team and reports directly to the Technical Director.

Primary Responsibilities:

- Equipment and Facilities Management
 - As scheduled by the Technical Director, maintain and care for all stage equipment and technology, including inspection, maintenance, cleaning, and repair.
 - Assist in regular equipment upgrades and capital acquisition projects.
 - Report building maintenance needs found in theatrical and production spaces to the Technical Director.
 - Maintain under the Direction of the Technical Director a current inventory count of all theatrical equipment and consumables.
- Operating and Safety Procedures Development and Enforcement
 - Assist the Technical Director in maintaining and updating Technical Operating Procedures related to productions and activities in Arts United's theatrical spaces.
 - Assist the Technical Director in monitoring theatre usage, equipment usage and safety practices of users during productions, including the implementation and enforcement of Technical Operating Procedures.
 - Assist the Technical Director in the oversight and implementation of production floor plans, lighting plans, audio plans, rigging and special events, and all other stagecraft plans; ensure all aspects of every production adheres to all related legal requirements, safety procedures and building regulations.
 - Maintain knowledge of first aid practices and protocols, and implement them as necessary.
- Event Production and Stage Management
 - Attend and participate in pre-production meetings with users prior to load-ins to assist in the advance technical contracts, production plans, equipment inspection, and adherence to operating and safety procedures as directed by the Technical Director.
 - Assist in the supervision and or implementation of load-ins, mounts, performances, and strikes taking place in Arts United's production spaces as directed by the Technical Director.
 - Serve as Stage Manager for any user on stage that cannot provide their/his/her own as arranged and agreed upon prior to production by the Technical Director.



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- Assist in the technical direction and management of productions as assigned by the Technical Director.
- Ensure effective communication between and among Arts United staff members and users.
- Technical Intern and Volunteer Management
 - Assist in the supervision and instruction of an active technical theatre intern program, with overall direction provided by the Technical Director.
 - Assist in the oversight and management of an active technical theatre volunteer program; recruit, train, and recognize volunteers.
 - Assist the Technical Director in the efficient and effective operation of a multi-venue Arts Campus.
- Community Relations and Partner Support
 - Maintain and develop positive professional relationships with all users.
 - Maintain and develop positive professional relationships with colleagues in related organizations and venues in the region.
 - Maintain and develop professional affiliations to ensure the effective management of Arts United theatrical spaces.
 - Serve as a community resource in technical theatre techniques, stage management, and production operations.
- Other
 - Proactively seek professional development opportunities and remain current on theatre equipment, practices, materials, codes and fire regulations.
 - Physical requirements include the ability to lift 50lbs and assist with up to 100lbs, the ability to stand for extended periods of time, the ability to climb ladders and staircases, kneel, pull, push, the ability to grip and manipulate hand tools, the ability to respond quickly to sounds, the ability to move safely over uneven terrain or in confined spaces, the ability to see and respond safely to dangerous situations, the ability to safely climb ladders while carrying items, the ability to safely work at heights, the ability to work in outdoor and inclement weather conditions.
 - Provide support to/management of other projects as assigned by the Technical Director, VP of Arts Campus Administration COO, and/or the President.

This job description may be updated at any time by the VP of Arts Campus Administration COO, Technical Director, and/or the President.

How to Apply: Email a cover letter and resume to Luke Holliger, Technical Director, at lholliger@artsunited.org. References may be requested.