

centrum

creativity in community

Job Description

JOB TITLE: Technical Director
JOB STATUS: Full Time, Exempt
REPORTS TO: Executive Director

Overview

The Centrum Technical Director is responsible for delivering quality production design and implementation for Centrum live music performances, readings, theatrical presentations and lectures. The Technical Director will deliver on time, quality, and safe technical support for all Centrum programs. This position manages technical staff for production of Centrum programs.

Essential Functions

- Provide technical direction for all Centrum productions.
- Supervise the design, set up, and operation of lighting and sound systems for theatre, dance, music, and other productions; assist guest designers and arts with technical matters.
- Organize, plan and provide regular communication through monthly (or as needed) program planning meetings with Director of Operations and Program Managers ensuring program needs are planned and executed well.
- Determine the necessary technical supports, such as lighting, sound, staging necessary for events and needs presented at the facility in advance of production dates.
- Manage all production related third-party rentals through the PDA.
- Coordinate installation and operation of all production equipment.
- Supervise and assist with set and stage construction and management.
- Supervise seasonal Centrum production staff including recruiting and hiring, scheduling, and monitoring daily activities, training and evaluating coaching and conducting corrective action.
- Oversee and collaborate with Broadcast Manager as key member of the production team.
- Work with Human Resources to provide input for compensation, employee discipline, and conducting other related activities as needed.
- Assist in recruiting, training and assignment of volunteer or paid technical staff for individual shows.
- Work with other managers to develop and implement standardized procedures, timelines and commitment to consistent quality across the organization.
- Work with Park Staff as needed.
- Advise program managers on the technical needs, costs and usage of technical equipment required for the individual programs.
- Assure that all documentation, planning, and work product are stored in Centrum systems.

Other Duties

- Attend staff meetings.
- Other duties as assigned and developed in collaboration with the Executive Director.

Qualifications

- Bachelor's degree or other related technical degree
- Minimum of four years related experience
- Two years supervisory experience, preferably in the production field
- Experience working in a deadline driven environment while handling multiple priorities
- Proven ability to work well in a team environment
- Must be willing and able to work weekends and evenings when needed

Core Competencies

- Team player
- Strong mechanical and computer sciences aptitude
- Excellence in attention to detail while managing multiple tasks
- Adept with establishing priorities and meeting deadlines
- Strong verbal and written communication and negotiation skills
- Excellent planning, organizational and analytical skills
- Self-starter/independent and driven to excel.

**Technical Director
PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			X		
Walking				X	
Standing				X	
Running		X			
Bending or twisting				X	
Squatting or kneeling				X	
Reaching above shoulder level				X	
Climbing (e.g. stairs, ladders)				X	
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers			X		
Grasping with hand, gripping			X		
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling			X		
Using Foot Controls	X				

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	NA	NE	O	F	C
Work in/exposure to inclement weather			X		
Work in/exposure to cold water			X		
Exposure to dust, chemicals or fumes			X		
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)				X	
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current				X	
Seeing objects at a distance				X	
Seeing objects peripherally				X	
Seeing close work (e.g., typed print)				X	
Distinguishing colors					X
Hearing conversations or sounds					X
Hearing via radio or telephone				X	
Communicating through speech					X
Communicating by writing/reading				X	
Distinguishing odors by smell			X		
Distinguishing tastes			X		
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				

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	NA	NE	O	F	C
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position not addressed above?

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date