

**JOB DESCRIPTION**

**TECHNICAL DIRECTOR**

**POSITION SUMMARY**

Direct the operation, maintenance, design, modification, and fabrication of all sound, lighting, video, set, mechanical rigging, and related technical systems used in support of stage productions, conventions, exhibits, and related events occurring in Memorial Auditorium. Events include Community Theater productions, Contemporary dance productions, High school theatrical events, local school music programs, movies, concerts, comedy and business conferences as well as a variety of music and other activities requiring sound, lighting, video, set work and other technical production needs.

**DUTIES AND RESPONSIBILITIES**

* Meets with clients and provides necessary consultation to clarify needs and determine technical equipment, support personnel, and timetables necessary to stage events
* Oversees technical preparations for staged events in accordance with the master schedule; identifies and resolves any scheduling conflicts
* Coordinates activities of touring productions with the master schedule and ensures that the technical requirements of stage and exhibit managers are met
* Supervises the operation of all technical systems and house equipment including computerized lighting systems, sound systems, video equipment, mechanical rigging, and related controls
* Oversees day-to-day equipment maintenance, and schedules and supervises all major system and component maintenance and fabrication
* Instructs technical crew on stage rules and regulations, safety regulations, operation of hydraulic pit, spotlights, soundboard, video projector, and lighting board.
* Performs regular safety inspections of facility and its equipment. Recommends maintenance and repairs.
* Oversees compliance with, and assures all safety regulations are adhered to for stage productions Serves as
* Technical liaison for community performing arts events in the Auditorium.
* Schedules and arranges for supplemental equipment and contracted labor as approved

**Department:** Memorial Auditorium **Classification/FLSA:** Full Time, Non- Exempt

**Location:** Memorial Auditorium **Reports To:** Memorial Auditorium Manager

**Supervises:** Technical Staff **Salary Range:** $34,900 - $ 56,695

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 09/27/2019

**T****ECHNICAL DIRECTOR continued**

**DUTIES AND RESPONSIBILITIES continued**

* Participates in preparation of the annual operating budget by specifying supplies and equipment to be purchased and estimating costs;
* Oversees the maintenance of complete inventory relating to staging and production;
* Participates in discussions and makes recommendations to Capital Improvement Program for stage equipment and Auditorium needs
* Work with outside organizations/boards on events that can benefit the Auditorium or City, as required or directed
* Run reports for promoters or Auditorium Manager as needed
* Assists Auditorium Maintenance staff with equipment and building systems troubleshooting and repair.

**POSITION COMPETENCIES**

* Knowledge of contemporary and traditional event production and presentation techniques for theater, dance, music, film and lectures as well as special events and festival management.
* Knowledge of venue management practices and techniques.
* Knowledge of principles of budget administration, City policy and procedures, ordinances and fire/life safety codes, particularly codes related to stage productions
* Ability to carry out needs outlined in contracts and riders with vendors, entertainers, event producers and equipment suppliers
* Assist in forming and implement a strategic mission, vision and goals for the City’s special event/festival program, especially related to technical aspects.
* Communicate effectively verbally and in writing with Auditorium Manager, co-workers, employees, patrons, and promoters.
* Establish and maintain effective working relationships with employees, officials, contractors, volunteers, sponsors, media and the public
* Obtain approval from Auditorium Manager for contract labor as needed for stage productions; complete necessary paperwork and secure workers.
* Prepare advance cost estimates for internal and external users for any additional labor and equipment and work to adhere to budget requirements.
* Execute procedures and techniques related to the design, maintenance, and operation of stage lighting, video projection, electronic sound systems, and mechanical rigging.

**EDUCATION**

* Three to five years in theatre, stage production; sound system set up, lighting, video & technical production; or
* Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

**PHYSICAL DEMANDS**

Must possess mobility to work in an office setting and use standard office equipment, including a computer; operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed. May occasionally bend, stoop, kneel, reach push, and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

**WORKING CONDITIONS**

Work is performed in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**The City of Pittsburg is an Equal Opportunity Employer**

**TECHNICAL DIRECTOR continued**

**PHYSICAL DEMANDS**

The Technical Director’s physical job demands include occasional maximum lift of 40 lbs floor to shoulder; occasional maximum carry 50 lbs 50 feet; occasional maximum horizontal push/pull force of 100 lbs; frequent maximum vertical pull of 60 lbs; frequent maximum grip force 20 lbs; frequent climb up to 12” ht; occasional forward reach; frequent bend; occasional bend/crouch; frequent balance; frequent hand coordination; frequent sitting; frequent standing and frequent walking.

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