

Goodwill Theatre, Inc.

Job Description

Job title: TECHNICAL DIRECTOR

Location: Schorr Family Firehouse Stage, 48 Willow Street, Johnson City, NY 13790

Reports to: General Manager

Pay: \$19-\$21/hr., depending on experience

Status: Part-Time 25-30 hrs./week

Job Summary

The Schorr Family Firehouse Stage is a 150-seat non-traditional venue located in Johnson City, NY and part of an emerging multiple venue complex that is entering the capital campaign stage. The Technical & Facilities Director manages all technical and facility operations of the Schorr Family Firehouse Stage including technical equipment, personnel, scheduling, advance planning for shows and events, and safety enforcement. The Technical & Facilities Director coordinates the technical aspects of our annual gala that is off-site. The Technical & Facilities Director ensures all aspects of the facility are clean, tidy, and in good working order and reports to the General Manager. This job includes night and weekend work and a flexible schedule. There is opportunity for advancement as the project progresses.

Essential Functions

- Ensures safe and efficient operation of the stage and related technical equipment.
- Monitors the condition of equipment including lighting, sound, sets, staging, video, and communications equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment; keeps orderly inventory and storage of the technical equipment.
- Decides the necessary technical support, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates. Advances shows with upcoming artists and plans accordingly.
- Designs, sets up, maintains, and runs lighting and sound systems for theatre, dance, music, and other productions and projects; helps guest designers and arts with technical matters.
- Decides technical requirements of events, schedules, and technical labor costs based on technical riders and all forms of communication from performers.
- Helps with recruiting, training and assignment of volunteer or paid technical staff for individual shows when needed.
- Sets up and runs technical equipment as needed for all rentals, events, meetings, and performances. Must be able to run sound, lighting, and video for all.
- Supervises on-site for all technical calls, including load-in, load-out, rehearsals, and performances.
- Schedules technical staff based on performance requirements. Develops equipment and staffing budgets per event as needed.
- Develops and enforces standard safety practices. Performs emergency procedures as needed and is trained in CPR, first aid and AED (defibrillator) use, or is willing to learn. Maintains emergency equipment.
- Plans and implements approved equipment buys and upgrades.
- Arranges for piano tuning and moving when needed.

Qualifications

- A minimum of 3 years of experience in all aspects of technical theater including lighting, sound, video, set construction is preferred.
- An Associate Degree or above preferred.

- Strong project management skills, particularly focused on managing schedules, scope and cost trade-offs of projects.
- Familiarity with standard technical protocols, safety standards, and best practices.
- Good written and verbal communication skills.
- Ability to use and produce documents in Outlook, Word, Excel, and PowerPoint.
- Familiarity with facility operations.
- Composure and ability to lead with confidence and calmness when faced with competing high-priority projects and difficult decisions.
- Ability to handle multiple projects simultaneously.

Goodwill Theater Inc. provides equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, gender identity or veteran status, while affirmatively developing avenues of entry and mobility for minorities, women, individuals with disabilities and veterans.