



JOB DESCRIPTION

Title: **Technical Director**
Salary: Depends on Experience
Hours: Varies – Includes evenings, weekends and holidays as needed
Full Time: Exempt, Salaried Position
Reports To: Executive Director and/or Venue Manager

SUMMARY

In addition to advancing production needs of an event with appropriate individuals, the Technical Director completely manages and maintains all stage operations, equipment and personnel in a professional, pleasant manner. This includes coordination with performers and/or their representatives for all production details contained in technical riders for events in or by Alberta Bair Theater. This position is responsible for the management and maintaining of all ABT stage equipment and supplies. The Technical Director will acquire and supervise all full-time, part-time, hourly and temporary stage and production crew and approve time cards and submit accurate payroll reports. Depending on the requirements of each event, the Technical Director is expected to also work each event in an appropriate role, usually either managing the stage, supervising the crew and/or trouble shooting, assisting the artist's stage manager, or controlling the stage lighting and sound. For simple events, the Technical Director may be the only production person working the event. Other duties may be assigned as needed by the Venue Manager and/or Executive Director.

As a representative of Alberta Bair Theater, the person filling this position must have significant experience in stage operations, be able to supervise and motivate staff, have a solid knowledge of theatrical staging, lighting, rigging and audio and be able to work in virtually any stage production capacity. He or she must be able to operate ETC lighting control boards and accomplish simple stage and lighting designs. He or she must also be able to operate basic audio equipment. Basic carpentry, welding, and electrician skills are essential as is the ability to keep calm, be productive and be pleasant in a job that includes numerous and diverse projects and responsibilities, tight deadlines, temperamental personalities and a creative but sometimes chaotic atmosphere. This person must have the physical ability to climb ladders, lift and carry up to 50 pounds, be on their feet for long stretches of time and be able to see and hear activities on stage from any point in the seating area. Competent computer and communication skills are essential.

Success in this role will be measured by customer experience through touring company and artist experience through surveys, and general feedback from agent to Programming Director.

To apply send a letter of interest and resume to: Jan Dietrich, Executive Director
abt@albertabairtheater.org