



The Fine Arts Association seeks an enthusiastic, energetic, and detail-oriented person to assume the role of resident Technical Director

Responsibilities of resident Technical Director:

- Responsible for oversight of sets, lighting, sound, and props
- Oversight and upkeep of Corning Auditorium, Green Room, Light Booth, and all theatrical storage areas.
- Evaluate and manage designs for budget, both financial and time/capacity
- Work with designers to ensure final designs are submitted in a timely manner
- Create working drawings for set construction
- Set construction and implementation or oversight of all technical aspects of performance programs
- Purchase/acquisition of theatre production/shop supplies
- Coordinate and assist outside designers on each production (sound/lighting/set).
- Recruit, train, and organize volunteers
- Work with the stage manager to select and train stage crews.
- Attend all production meetings
- Attend rehearsals as needed under the discretion of supervisor, including the entirety of tech week from the Saturday before opening through opening night
- Maintain scene shop and performance areas to meet standards of safety, organization, and cleanliness
- Maintain, repair, and purchase technical equipment as needed
- Assist with technical requirements of all FAA performance events, summer camps, and FAA benefit events
- Coordinate and manage rental of props/furniture to outside organizations
- Understand and be able to operate any utilized lighting/sound/monitor systems.
- Assist with the general needs of the organization
- The potential for additional design opportunities

Minimum Qualifications:

- Bachelor's Degree in Technical Theatre or equivalent experience
- 3 years full-time technical theatre work or equivalent as a freelancer
- 3 years of experience in technical direction or equivalent
- Tracking and managing production budgets and expenses



Preferred Qualifications:

- Excellent project management skills
- Strong communication skills
- Ability to collaborate and be a team player
- Ability to manage short-term teams
- “Knowledgeable” to “Excellent” technical skills in the following areas:
- Scenic design/set construction
- Lighting design/Master Electrician
- Sound design/sound technician
- Ability to lift and carry at least 50 lbs.
- Working knowledge of Windows, Microsoft Office, Excel, and Teams
- Working knowledge of modern theatrical equipment such as ETC Element, Allen & Heath GL2400, and QSC PLD 4.3
- Knowledge of software including SFX and Show Cue Systems

Lines of Communication:

Reports directly to The Roger and Anne Clapp Chair of Performing Arts

Classification:

Full Time, Exempt with Generous Benefits

Position Subject to FBI/BCII Background check and drug screening

Application Instructions:

Submit the following to The Roger and Anne Clapp Chair of Performing Arts, David Malinowski at dmalinowski@fineartsassociation.org **no later than September 3, 2021**

- Cover letter
- Résumé
- At least [3] professional references
- You may be asked to provide a portfolio of your work including renderings, schematics, and pictures.