POSITION TITLE: Technical Director, New York Live Arts
DEPARTMENT: Production
REPORTS TO: Programming Director
SALARY: $67,000-$70,000

POSITION SUMMARY:
The Technical Director is an integral part of the production team at New York Live Arts and is responsible for supervising the advance and installation of scenic, audio, and video elements. The Technical Director works in partnership with the Director of Production to assist artists and achieve their visions within the parameters of New York Live Arts organizational goals.

RESPONSIBILITIES:
➢ Work closely with the rest of the production department including full time Director of Production, Lighting Manager, and Production Coordinator to maintain the high standards that Live Arts is known for throughout the community.
➢ Serve as Production Manager for the rentals program from intake meetings to the billout. Advise on rental needs, design feasibility, gather and generate quotes, estimates, and billouts working with the Operations Manager.
➢ Work in collaboration with the Director of Production in hiring Production Department staff, run crew and overhire crew positions. Support initiatives to increase diversity in the production overhire pool.
➢ Work in collaboration with the Lighting Manager to confirm crewing needs for all Live Arts and rental events.
➢ Advance scenic and a/v elements and generate draftings as needed for all theatrical installations in the studio, lobby, and off-site spaces.
➢ Supervise load-ins, and load-outs as scheduled. Schedule differs from week to week and will include nights and/or weekends.
➢ Supervise the maintenance of all audio, video, scenic and rigging equipment in the theater, backstage, lobby, and studio areas. Work with the Production Coordinator to ensure that maintenance projects are completed in a timely manner.
➢ Research and purchase audio and video equipment for touring repertory, New York Live Arts produced new works, and Department of Cultural Affairs of NYC applications.

QUALIFICATIONS:
➢ Management and budgeting experience for theatrical performances.
➢ Broad working knowledge of all aspects of theatrical construction, rigging, audio, and video production.
Proficient in Vectorworks, Google Docs, QLab, and Microsoft Office.

Demonstrated knowledge of modern rigging practices (manual and motorized), stage engineering, scenic construction, audio engineering and system maintenance, and stage carpentry.

Proven supervisory skills, strong communication and interpersonal skills, positive attitude, team player, collaboration skills, problem solving skills and a good sense of humor.

Self-motivated, organized and detail oriented.

Ability to meet deadlines and work in a fast paced environment.

BA/BS/BFA in technical theater or commensurate experience a plus.

Valid license and ability to drive 16’ box trucks is a plus.

Bi-lingual with Spanish as a second language is a plus.

New York Live Arts is an Equal Opportunity Employer (EOE). It is the mission of New York Live Arts to advance diversity and inclusion at all levels within the Organization, regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds.

TO APPLY:
Candidates are invited to send a cover letter, resume, example paperwork and references (no phone calls please) to careers@newyorklivearts.org. Applications will be accepted until a final candidate is chosen. Please use the following SUBJECT: “Technical Director Search”