

**POSITION TITLE:** Technical Manager (A/V and Stage), New York Live Arts

**DEPARTMENT:** Production

**REPORTS TO:** Director of Production

**SALARY:** \$60,000-\$67,000 plus benefits

**TYPE:** Exempt

**POSITION SUMMARY:**

The Technical Manager (A/V and Stage) 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. Technical Manager works in partnership with the rest of the production department including full time Director of Production, Lighting Manager, and Production Manager to assist artists and achieve their visions within the parameters of New York Live Arts organizational goals.

**RESPONSIBILITIES:**

- Advance A/V and scenic elements for all Live Arts and rental productions.
- Generate draftings as needed for theatrical installations in the studio, lobby, and off-site spaces.
- Work in collaboration with the Lighting Manager to confirm crewing needs for all Live Arts and rental events.
- Supervise load-ins and notes during technical rehearsals as scheduled. Schedule differs from week to week and will include nights and/or weekends.
- Supervise load-outs on technically complex productions.
- Supervise the maintenance of all audio, video, scenic, and rigging equipment at Live Arts, including the theater, backstage, lobby, studio areas, and offsite storage. Work with the Production Manager to ensure that maintenance projects are completed in a timely manner.
- Manage, setup, and run video system for Live Arts streaming activities.
- 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:**

- Well rounded, broad working knowledge of all aspects of theatrical construction, rigging, audio, and video production.
- Audio, Video, and technical supervision experience for theatrical performances.
- Proficient in QLab, Dante, Vectorworks, Google Docs, and Microsoft Office.

- Demonstrated knowledge of video projection systems, audio engineering and system maintenance, modern rigging practices, 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.
- Ability to lift up to 50 lbs.
- 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](mailto:careers@newyorklivearts.org). Applications will be accepted until a final candidate is chosen. Please use the following SUBJECT: "Technical Manager Search"