



**PARAMOUNT**  
CENTER FOR THE ARTS

**JOB DESCRIPTION**

**TITLE:** Technical Director                      **DATE:** Revised 6/26/2023  
**REPORTS TO:** Director of Performing Arts      **DEPT:** Technical

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**FUNCTION**

The Technical Director (TD) for the Paramount Center for the Arts has the daily responsibility for the technical operations of the theater/ performing arts center, including lighting, sound, production, and coordinating necessary maintenance of theatre equipment. They should also have a working knowledge of techniques, methods and procedures of theatre, dance, and music productions and presentations including stage, set, sound and lighting design and implementation, stage management, computerized lighting systems, stage carpentry, appropriate safety precautions and procedures. The TD should also have the ability to analyze and evaluate the need for technical support for various events and performances; plan, develop, schedule, and provide the technical support required for each event or performance, and communicate effectively both orally and in writing. They should know how to design lighting and sound systems appropriate to each performance and/or oversee stage crews completing this work. Additionally, the TD should be able to perform minor repairs and preventative maintenance on equipment, maintain inventory of necessary supplies, assist in budget preparation, and establish and maintain effective working relationships with representatives of various groups including technical crew, performers, vendors, co-workers, and others.

**DUTIES/RESPONSIBILITIES**

1. Coordinate (Advance) events
2. Maintain an event calendar for a minimum of 12 weeks out
3. Schedule the technical crew 12 weeks in advance
4. Provide renters estimated tech charges and a final report
5. Establish and maintain theater inventory specification sheets
6. Update the technical information packet annually
7. Develop and maintain a reparatory (house) lighting plot
8. Develop and maintain theater equipment maintenance program
9. Maintain an adequate theater supply inventory
10. Train new hires and provide educational opportunities for all technical staff
11. Schedule and facilitate monthly tech staff meeting
12. Attend weekly event and leadership meetings
13. Develop and maintain budgets
14. Maintain events archive

15. Develop, direct and/or facilitate a technical outreach program
16. Create and maintain a comprehensive lighting plot for stage performances and oversee the working order of all stage related equipment
17. Research, plan for, and develop a long term capital budget for new advances in theatrical equipment
18. Be on site to lead and work as a crew member for as many PCA presentations as possible
19. Secure/lock the building after all stage events or assign staff to do so
20. Attend to other typical duties as required

**POSITIONS SUPERVISED**

**NUMBER OF EMPLOYEES**

**DIRECT**

Theater Technical Staff

9-12

**INDIRECT**

none

**SUPERVISION RECEIVED**

Director of Performing Arts

**FINANCIAL RESPONSIBILITY**

The seriousness of mistakes in this area may include unnecessary repair of equipment, dissatisfied customers, and lawsuits all of which could incur very high costs.

**CONTACTS**

The Technical Director relates to the following:

- The Executive Director for budget, spending, and other building reports
- The Director of Performing Arts to advance events and contract rider consultations
- House Managers as relates to current stage event
- The Maintenance coordinator for Theater/building maintenance
- The Financial Officer for event billing reports and purchase receipts
- All those working or officed in the building as regards to maintenance needs
- Renters and performers regarding specific events
- Supply vendors and contractors for supplies and repair needs

**QUALIFICATIONS**

**EDUCATION:** Technical Theater Degree

And/or

**EXPERIENCE:** 6 years, hands-on theater technical work

**REQUIREMENTS**

1. Physically able to maintain irregular and extended hours

