PARAMOUNT
CENTER FOR THE ARTS

JOB DESCRIPTION

TITLE: Technical Director **DATE:** Revised 12/18/2024
REPORTS TO: Executive Director **DEPT:** Theatre/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 historic Paramount Theatre, including lighting, sound, production, and coordinating necessary maintenance of the theatre and related 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 will 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

Administrative – 50%

1. Coordinate (Advance) theatre events 6-8 weeks out
2. Provide estimated tech charges and a final report to theatre renters
3. Attend weekly event and leadership meetings
4. Develop and maintain budget for tech department
5. Maintain documentation archive of past events

Theatre Equipment & Maintenance – 30%

1. Establish and maintain theater inventory specification sheets
2. Update the technical information packet annually
3. Develop and maintain a reparatory (house) lighting plot
4. Understand, operate and train others on rigging system
5. Develop and maintain theater equipment maintenance program

6. Maintain an adequate theater supply inventory
7. Research, plan for, and develop a long-term capital budget for replacement of dated theatre structural components and equipment and new advances in theatrical equipment
8. Secure/lock the building after all stage events or schedule staff to do so

Supervise Tech Crew – 20%

1. Schedule the technical crew 12 weeks in advance and oversee timesheets
2. Facilitate regular tech staff meeting
3. Train new tech hires and provide ongoing training and education for technical staff
4. Be on-site to lead and work as a crew member for as many PCA "Presents" as possible

Attend to other typical duties as required

POSITIONS SUPERVISED	**NUMBER OF EMPLOYEES**
DIRECT	
Theater Technical Staff	9-12
INDIRECT	
none	

SUPERVISION RECEIVED

The Technical Director reports to the Executive Director.

FINANCIAL RESPONSIBILITY

The TD is the primary staff person responsible for the care and maintenance of the theatre and how performers use the space. The unnecessary repair of equipment, lack of care for the facility and equipment, dissatisfied artists or renters, and lawsuits related to performances could all incur very high costs.

CONTACTS

The Technical Director relates to the following:

The Executive Director for staffing, budgeting, purchases, and reporting
The Performing Arts Director to advance events and contract rider consultations
The Operations Director as related to hospitality and front-of-house needs for artists
The Maintenance Manager for Theater/building maintenance
The Finance Director for event billing reports and purchase receipts
Renters and performers regarding specific theatre events
Supply vendors and contractors for supplies and repair needs

QUALIFICATIONS

EDUCATION: Technical Theater Degree

and/or

EXPERIENCE: 6 years, hands-on performing arts technical work

SKILLS NEEDED

1. Able to work irregular and extended hours
2. Physically able to lift, push and pull objects of significant weight using appropriate tools.
3. Patient and flexible demeanor
4. Willing and able to coach less experienced technicians
5. Ability to relate to and communicate well with others

6. Ability to troubleshoot problems as they present
7. Have good organizational and time management skills
8. Comfortable with Office365, including Word, Excel and email

WAGE & BENEFITS

This is full-time (40 hours/week), exempt position, with varying days and times depending on the performance schedule and includes some nights and weekends. Employee to complete administrative tasks in the office, generally Monday-Friday, between the hours of 9am-5pm. Employee will be required to be on site for some regular meetings. Benefits include paid vacation, starting at 10 days annually, 9 paid holidays, accruable personal time (PTO), free parking, option to join 401(k) retirement plan after one year of employment, discount in Gift Gallery, and complimentary tickets/registration to select Paramount events. Annual salary: $60,000-$70,000, depending on experience and qualifications.

MISSION STATEMENT

The Paramount Center for the Arts' mission is to engage, enrich, education and entertain through inspiring arts experiences.

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APPROVALS

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Executive Director DATE

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Human Resources/Finance Officer DATE

Original: 1/12 Revised- 3.3.2016/8.25.2023/12.18.24