



**Job Title: Assistant Technical Director**

**Reports to: Technical Director**

**Classification: Full-time, Exempt**

**Schedule:** Monday – Friday, 40+ hours weekly with required flexibility to work evening and weekend hours as needed for performances.

**Job Summary:** The Assistant Technical Director is responsible for planning, organizing, and performing technical and clerical support activities for the performance-related equipment at the Thalian Hall Center for Performing Arts. This includes lights and lighting control panels, sound equipment, microphones, sound boards, speakers, special effects equipment, cinema equipment, and other technical systems used during performances and rehearsals.

**Supervisory Responsibilities:**

- House Technicians (if applicable), extra hired hands.

**Duties/Responsibilities:**

- Assist in the safe operation and maintenance of performance-related equipment at the theatre venues, including lights and lighting console, sound equipment, video projectors and cinema equipment, microphones, sound console, speakers, special effects equipment, rigging system, IT equipment and other technical systems used during events, rehearsals, performances, and academic assessments.
- Be on site to supervise performances and deal with technical emergencies or issues as required.
- Serve as the technical representative for groups using the facilities; coordinate with production companies and other organizations using the facility to determine technical requirements.
- Set up, program and operate lighting, cinema, and sound desk consoles.
- Ensure the safe technical operations of the theatre venues.
- Operate and maintain equipment, materials, tools, and supplies used in technical production and basic set design.
- Evaluate equipment needs and notify supervisor of need to repair or replace.
- Be able to work on his/her own initiative and to solve problems.
- Assist with a variety of clerical office duties and advance preparation for facility usage.
- Perform other related duties as required to address theatre needs and changing theatre practices.

**Education and Experience:**

- Any combination of training, experience and education which provides required knowledge, skills, and ability to perform the duties of the position.
- Associates degree or Bachelor's degree preferred.
- Previous training in professional theatre operations, performing arts, or a related field, preferred.
- A background or interest in the performing arts, preferred.
- Excellent computer, web and software skills on PC platforms.
- Physical and Environmental Requirements: The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Compensation and Benefits:**

- Salary in the range of 45K - 50K annually
- Benefits (Health Insurance, Dental Insurance, Life Insurance, Vision Option, Supplementary Insurance option, Simple IRA)
- Paid time off
- Paid holidays
- Employee discount

**Physical and Environmental Requirements:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Environment: Work is performed primarily in an indoor theatre, and stage environment; exposure to noise, dust, variance in temperatures, moisture and/or humidity; electrical energy; work with machinery; work at heights on scaffolding and ladders. The employee may be required to work or meet in the evenings and/or on weekends.
- Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding technical duties; walk, stand or sit for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling.

**Notes:** This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for the job. The successful candidate for this position will be subject to a comprehensive pre-employment background check, including but not limited to social security verification, education verification, national criminal background checks and other categories relating to the position. THCPA is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks. THCPA is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this vision are encouraged to apply.