



lawrenceartscenter
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TECHNICAL DIRECTOR POSITION ANNOUNCED

Opportunity to work with award winning artistic staff in a beautiful purpose built multi-arts facility including a fully equipped 300 seat theater and a multi-purpose ‘black box’ performance studio.

The Lawrence Arts Center Technical Director will have the knowledge, experience and ability to manage all technical aspects of the two performing arts facilities. The Lawrence Arts Center Technical Director will work closely with and report to the Artistic Director; Performing Arts. The ideal candidate will represent the professionalism and dedication to the arts that characterizes the Lawrence Arts Center and work closely with the Artistic Director to create a dynamic professional look for all productions; in-house, booked in and rentals. Effective stagecraft and teaching skills are required, along with strong organizational and communication skills. A positive attitude, ability to multi-task and work harmoniously with staff and community organizations is essential.

Work Required:

TECHNICAL THEATRICAL

1. Design sets and lighting, supervise construction, and/or build sets and scenery for Arts Center programs and events. When necessary, work with Artistic Director to hire contract designers and technical theater assistants.
2. Provide technical and house staff for all productions; in-house, booked and rentals to cover lighting, scenic and sound requirements..
3. Schedule and prepare for regular production meetings through the year
4. Lead technical rehearsals for all productions
5. Assist guest designers and technical personnel.
6. Operate, maintain, and safeguard the technical assets of the theater, including lighting, sound, communications equipment, and use and maintenance of the stages.
7. Maintain and supervise scene shop, equipment, and performance storage space, including costume shop, off-site storage and schedule piano tunings, movement and storage.

TECHNICAL THEATER EDUCATION

8. Train and supervise all technical theater personnel including contract employees, volunteers, and students.
9. Provide teaching, internships and training in technical theater for all ages (the ability to work well with children and youth is important for all artistic and technical staff).

CALENDARS, RENTALS & ADMINISTRATION

10. Assist with the preparation and control of production budgets, including contract technical assistants and guest designers.
11. Maintain calendars for main stage theater and 'black box' performance studio. All staff should have access to these schedules.
12. Update rentals and contracts on all calendars and website.
13. Handle rental contracts for theaters, file with Director of Business Operations.
14. Make all building specifications and other information available to Front Desk staff who may answer questions regarding rentals.
15. Supply Marketing Coordinator all information necessary to create printed and e-material regarding rentals.
16. Work with facility renters and booked in productions to make them aware of safety, technical characteristics, and other areas of facility operations;
17. Keep policies and procedures for performance facilities up to date.
18. Organize tickets, ticket printing and post ticket sales accounting.
19. Work with Office Manager to coordinate usher and concession volunteers.
20. Make recommendations to Board of Directors or Artistic Director regarding capital purchases of technical equipment for theaters.

Opportunities:

1. Opportunities to design for production relative to design emphasis.
2. Design and implement upgrades to facility.
3. Work with experienced directors, designers, composers, actors, musicians and artists, many of whom have achieved highest recognition, publication and industry awards in the fields of Theater, Music, Dance and Film.

Required Qualifications:

Proficiency in set design/construction and ability to run, manage and design all technical aspects of theater's productions and assist with use of the facility as needed.

Education/Experience/Skill/Training:

Degree(s) in theater, in combination with practical experience in technical theater required. Scenic, lighting and/or sounds design experience preferred. The position is full-time, salary range 30-34,000, benefits include health insurance match and two weeks paid vacation.

How to Apply / Contact

To apply, submit cover letter addressing qualifications, resume, any electronic portfolio and contact information for three professional references to

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For information about the Lawrence Arts Center, please go to
www.lawrenceartscenter.org

For questions, contact Ric Averill, Artistic Director; Performing Arts, at
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