



## JOB DESCRIPTION

**Job Title:** Assistant Technical Director

**Date Prepared:** March 26, 2024

**Department:** Operations

**FLSA Status:** Non-Exempt

### **Position Overview:**

Under the direction of the Technical Director, the Assistant Technical Director will administer and maintain any items relating to theatrical stage operations within The Providence Performing Arts Center, (PPAC). General supervision of IATSE Crew heads is required. Duties may be assigned or modified as needed by the Technical Director. This position requires a detail-oriented, highly organized team player with excellent interpersonal skills that work seamlessly and efficiently with PPAC staff and with end-users of the facility.

### **Essential Duties and Responsibilities:**

The Assistant Technical Director will assist the Technical Director with the following duties:

- Operate, maintain, and safeguard the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.
- Obtain all technical information related to any and all attractions by contacting all parties well in advance of their arrival.
- Determine the necessary technical supports, such as lighting, sound, staging, and special needs necessary for events and performances presented at the facility in advance of production dates.
- Supervise and assist with set and stage construction and management.
- Orient facility renters and visiting productions to safety, technical characteristics, and other areas of facility operations; facilitate the use of the technical facilities by the resident company and others engaged by or renting the facility.
- Monitor the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; perform preventive maintenance on equipment.
- Schedule and perform show load-ins and loadouts, assist with show set-up, oversee rehearsals, and run events and activities.
- Set up and coordinate all technical equipment for performance spaces, meetings, catering, etc. as needed.
- Assist with the preparation and control of production budgets; maintains inventory and order specialized supplies.
- Assist Technical Director with payroll, scheduling, meetings, purchasing, management of operation budgets, and day to day needs and operations of PPAC. (Includes, but not limited to: oversight of daily events and their needs, labor management, production projects, logistics, show advancement, and misc. logistics, etc.)

- Work with department heads to maintain proper maintenance and repair schedules.
- Attend technical rehearsals, in order to supervise and assist in the technical aspects of the mounting of the show.
- Perform other duties as assigned.

**Reports To: Technical Director**

**Skills and Abilities Required:**

- 3-5 years progressive experience in theatrical operations and maintenance.
- Knowledgeable in multiple types of theatrical hardware and equipment.
- Experience in maintenance, basic repair, and troubleshooting of lighting, sound, and carpentry rigging equipment.
- Excellent understanding of all aspects of live entertainment.
- Skill in providing exceptional customer service including assessing customer needs, meeting quality standards for service, and evaluation of customer satisfaction.
- Excellent communication skills between all areas of production, customers, and the public.
- Ability to read, draw and interpret site diagrams, location maps, plots, etc.
- Required to work nights, weekends and possibly on Holidays; also maintain irregular and extended working hours.
- Ability to lift, push or pull objects up to 100 pounds using appropriate tools.
- People and time management skills.
- Understanding of all aspects involved in theatre (construction, lighting equipment, rigging and sound).
- Excellent oral comprehension and expression.
- Physically fit to kneel, crouch, reach and exert.
- Strong organizational skills
- Team leadership
- Time management
- Proficient in Microsoft Office and Excel.

**Education and/or Experience Required:**

- Bachelor's Degree in Performing Arts, Arts Management, or equivalent experience.

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

*A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*