

TECHNICAL DIRECTOR JACKSON THEATRE

GENERAL DESCRIPTION:

Performs skilled and semi-skilled work in implementing event management needs through technical and show operations as well as the upkeep of the Jackson Theatre's various technical systems and facility operations. These operations are including, but not limited to audio, lighting, projection, mechanical, and communications systems of the building. This employee works under the direct supervision of the Jackson Theatre Operations Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

- Advances all productions and coordinates technical needs and labor required for Jackson Theatre produced events as well as facility rentals;
- Trains, hires and contracts technical staff including: audio engineers, lighting designers, stage hands, user groups, projectionists and interns.
- Assists in the design and oversees staging, lighting, and audio concepts/scope of events for Jackson Theatre produced events and rentals;
- Performs and/or oversees weekly, monthly, semi-annual, and annual maintenance schedules for all building systems, including HVAC, plumbing electrical, etc.;
- Coordinates and oversees maintenance and enhances event production and building operations systems including lighting systems, audio systems, video production systems, automation systems, low voltage wiring system, electrical system, and mechanical systems;
- Coordinates and oversees maintenance and enhances event production and building operations systems including cleaning systems and equipment, food service equipment, telecom and data systems and point of sale system hardware;
- Coordinates with the Jackson Theatre Operations Manager to produce high cleaning standards and processes in the building;
- Designs and implements energy management plan and coordinate with staff;
- Maintains and organizes inventory of all equipment and supplies;
- Assists in the development of technical and maintenance budgets;
- Maintains accountability for technical and maintenance budgets and related expenditures;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Advanced mechanical, technical and problem-solving skills are key. The position requires a flexible schedule (routinely works on weekends and evenings), the ability to multi-task effectively and a passion for the performing arts and the desire to succeed in the world of entertainment. Excellent people skills, a positive outlook and the ability to communicate effectively are critical to success as is a personal desire to exceed expectations and goals and to foster meaningful relationships with artists, production crews, patrons, community members and other stakeholders interested in the Theatre's success.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED; a relevant 2-year technical or college degree plus two years of practical experience with live audio, lighting and video production are strongly preferred, or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential functions of the job.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical work such as walking on rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. & over) items. Task involves the operation of hand and power tools and the range of shop equipment to very exacting tolerances, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards.

Environmental Requirements: Task requires that work be performed in adverse environmental conditions and inclement weather. Task may involve exposure to noise, hazards and chemicals.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 09
Non-Exempt
August 12, 2024