

## Technical Director

*The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Technical Director to support the Director, Production.*

FLSA Status: Full-time, Exempt

### **About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County**

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501 (C)(3) non-profit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community.

For more information, visit [arshtcenter.org](http://arshtcenter.org).

### **Basic Function**

Reporting to the Director, Production, the Technical Directors are responsible for budgeting projects (i.e. live performances events, festivals), advancing upcoming performances and directing the technical staff in activities associated with the execution of performances presented at or by the Center; both on and off site. These include performances in a variety of disciplines and art forms. The Technical Directors also oversee the maintenance of the equipment and facilities within all stages. They are directly responsible for the supervision of union/non-union technical crews while upholding highest production standards for all events at the Center, serving as the liaison between the Centers and visiting companies. Success in this position relies on great organizational skills, the ability to multitask on numerous projects

simultaneously, strong leadership qualities and superior grace under pressure. Ability to work as a team with the technical, production and administrative staff is essential.

The Technical Director will be a “hands-on” and deeply involved leader who prides himself/herself/themselves on maintaining the highest quality standards in services and production value for all events. This is a highly collaborative environment that is results driven by strategic thinking, goal-oriented action, follow through and open communication.

Key factors contributing to the success of the Technical Director will be the ability to collaborate with all facets associated with the company’s operations including Programming, Engineering, Security, Housekeeping and Development/Advancement teams. In achieving its objectives, the Director will consistently review the current support infrastructure to ensure it has the tools to respond quickly, effectively, creatively and contextually to long term strategic goals, short term operating needs and to key stake holder’s interests and opportunities.

### **Responsibilities**

Counted among the responsibilities of the Technical Director will be to:

- Work with Programming Directors and outside renters to explore feasibility and cost of proposed project, budget, develop and execute assigned projects, and provide estimates on a timely basis.
- Liaise with outside presenters and touring companies to insure smooth and efficient load-ins rehearsals, performances and load-outs.
- Communicate production needs to House Department heads in advance to anticipate and address challenges.
- Prepare for all aspects of an incoming event/performance. (i.e. equipment rental, permits, scheduling services, labor requests)
- Review Stagehand timesheets and track production costs for settlement. Evaluate stagehand labor; correct and/or report substandard performance.
- Maintain highest quality standards in services and production value for all events.
- Serve as primary building contact for visiting companies as it relates to their production’s use of facilities.
- Monitor the condition of equipment and systems as they relate to production; initiates corrective action if possible or report needed assistance if action is beyond the scope of the position.
- Be present, or arrange to have appropriate Center staff present, at any time the Center or its equipment is in use.
- Enforces all Center policies, rules and regulations with regard to technical/production operations.

- Attend weekly operations and production meetings to disseminate pertinent information to staff discussing challenges with upcoming performances.
- Supervise and evaluate users of the Center from a technical standpoint.
- Maintain inventory of production consumables and budget replacement items within production/technical budgets.
- This position will work closely with the Director, Production, as needed, to assist and oversee the new Arsht Center Technical Apprenticeship Program by providing daily guidance and working directly with the apprentices. The ideal candidate will have experience working with, teaching, or mentoring high school or college-aged students.
- Undertakes special assignments and projects as directed.

Note: This position requires flexibility in the workday, as it calls for both a theater production and administrative schedule.

### **Ideal Experience**

- Theater Production or related degree preferable. Minimum 3-5 years of experience in a production related supervisory position. A developed understanding and experience of standard practices in the performing arts and event production.
- Knowledge of all disciplines of theater production and equipment: to include sound, lights and staging.
- Strong management skills and extensive experience in effectively supervising subordinates.
- Possess strong writing, and presentation skills.
- Proven record of accomplishment.
- Strong interpersonal skills.
- Ability to effectively multi-task.
- Able to work well with a variety of personalities and maintain a positive attitude even in highly stressful, time sensitive situations.
- Advanced computer skills including knowledge of MS Professional Office and Outlook.
- Fluency in a foreign language.
- Experience with AutoCAD, Vector Works highly desirable.
- Experience with corporate event production valued.
- Understanding of collaborative, team-oriented leadership style.
- Ability to think strategically about all aspects associated with the image of the Center, including Resident Companies, outside individuals and institutions.

### **Personal Characteristics**

The Technical Director should be:

- Action-oriented; a doer

- Affable, easy to get to know
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals

### **Physical Demands**

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 50 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

### **Suggestions for candidates and expressions of interest should be addressed to:**

Email: [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), with Technical Director search in the title line.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

**The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.**