

**EDMONDS PUBLIC FACILITIES DISTRICT  
Announces the following  
EMPLOYMENT OPPORTUNITY:**



**POSITION:** TECHNICAL DIRECTOR.  
**EMPLOYMENT STATUS:** Full Time, Exempt  
**SALARY & BENEFITS:** Salary \$55,000 per year, DOQ  
**REPORTS TO:** Production Manager  
**SUPERVISES:** All Technical Theatre Staff and Interns

**JOB SUMMARY:**

Serving as a key staff member in the operation of a 700-seat regional performing arts facility in downtown Edmonds, the Technical Director will oversee and/or facilitate all technical theatre functions and support for ECA presented artists and hosted events. The TD will work in conjunction with the Production Manager to plan and schedule daily operation of the theatre, schedule and supervise stage labor as needed for events and supervise events as needed. The TD will also oversee maintenance of the theatre systems and equipment.

**ESSENTIAL JOB FUNCTIONS:**

**Customer Service**

- Assist Production Manager (PM) with advancing the production requirements for approximately 130 presented and hosted events annually.
- Maintain effective communication with touring production managers to execute show requirements.
- In conjunction with the Rental Manager, work closely with hosted event clients to facilitate performance requirements.
- Assist PM with all hospitality elements for presented events including hotel reservations, transportation, and catering needs.
- Schedule and prepare appropriate resources, staff, and vendors to support all theatre and special event presentations.
- Promote, monitor, and manage excellent customer service from all technical staff.
- Maintain good working relationship with local vendors and other organizations that provide additional services to the theater.

**Stage Work**

- Serve as key technical liaison between the theater and hosted/presented artists.
- Oversee all aspects of load-in, performance and load-out for all ECA hosted/presented artists.
- Supervise the setup, operation, and restoration of lighting, sound, video, rigging, and stage systems for rehearsals and performances.
- Maintain all theatre systems and equipment.
- Purchase, stock and organize storage of theater consumables, equipment, and supplies.

**Administrative**

- Assist PM with the maintenance and organization of show files for all events.
- Keep accurate records for tracking event expenses and invoicing.
- Regularly report to PM and/or accounting department all credit card receipts, check request, vendor invoices, and other financial records.
- Work closely with PM to track and implement a theater budget.
- Review and submit all theater staff timesheets.
- Provide recommendations on long term capital improvements to enhance and better utilize theatre systems.
- Attend various staff and administrative meetings.

**Personnel**

- Develop, supervise, train, and evaluate a list of qualified in-house and on-call technicians to staff events.
- Schedule technical crews to meet the needs of hosted events and presented artists.
- Develop and maintain internship program with local organizations that offer audio or other technical theater courses.
- Train and supervise touring or visiting technicians on ECA equipment and systems as required.
- Utilize and work positively with ECA Volunteers as needs dictate.
- In partnership with the PM, maintain a safe theatre environment for performers, crew, and audience members.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent management and interpersonal skills
- Working knowledge of techniques, methods and procedures of theatre, dance, and music productions and presentations.
- Verifiable, advanced technical skills in the areas of lighting, sound engineering, video, rigging, and carpentry.
- Excellent computer skills including MS Office software.
- Flexible schedule and reliable transportation (evening and weekend hours frequently required).
- Strong planning and organizational skills, attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently as well as in a collaborative environment.
- Knowledge of streaming events and associated equipment highly desired.

**EDUCATION AND EXPERIENCE:**

- Minimum five years progressive experience in a technical theater environment.
- Experience in a supervisory role

**WORKING CONDITIONS:**

Schedule is 20-40 hrs. work week during the 3-month introductory period. Position to transition to Full-Time employment with benefits following the successful completion of the 3-month introductory period. Evenings and weekends are also required based on event schedule.

Position involves tasks that may be considered physically demanding. Heavy lifting, working on catwalks, ladders and lifts and working with electrical equipment are common requirements. Position will also require many evening and weekend hours including, at times, additional hours beyond a standard work week.

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

**APPLICATION REQUIREMENTS:**

Please send cover letter describing qualifications, resume, three references and a completed ECA Application Form (available for download at [www.ec4arts.org](http://www.ec4arts.org)) to RE: Technical Director, Edmonds Center for the Arts, 410 4th Ave. N. Edmonds, WA 98020. E-mail: [tj@ec4arts.org](mailto:tj@ec4arts.org) Fax: 425-275-4487. No phone calls please.

Please note: Any individual requiring ADA accommodation during any part of the selection process should advise Edmonds Public Facilities District of the need.

Edmonds Public Facilities District is an Equal Opportunity Employer.