

COLONIAL

PERFORMING ARTS CENTER

The Colonial Performing Arts Center seeks a Technical Director (TD) to assist in managing all production elements (lighting, sound, rigging, stage management) for all aspects of live events in our two venues: The historic 900-seat Colonial Theatre and SHOWROOM, our intimate listening room space, seating up to 250 people. The TD ensures safe-working practices; liaises with stagehands, rental clients, and touring artists; and maintains a professional, collaborative culture. The ideal candidate will have excellent communication and time management skills, enthusiasm for the performing arts, and an aptitude for creative problem-solving. This is a full-time, exempt position. This position requires flexibility and willingness to work non-traditional hours to include weekend, evening, and late-night shifts on a regular and on-going basis.

This position reports to the Director of Production.

Responsibilities:

- Develop production department plans, priorities, and departmental staffing schedule.
- Serve as crew lead/stage manager to ensure backstage protocols and communication are meeting the needs of the production including scheduling and assignment of tasks.
- With the Director of Production: recruit, hire, train, and supervise all production event staff.
- Serve as lighting designer and/or audio tech as needed.
- Develop and maintain professional business relationships with vendors, rental clients, City of Keene personnel, and touring crews.
- With the Director of Production: review and ensure the Colonial Performing Arts Center's compliance with all life/safety and OSHA regulations.
- Provide excellent customer service to all artists, colleagues, professional contacts, and rental clients to ensure the smooth execution of events and to maintain The Colonial Performing Arts Center's stance in the community.
- Working with the Director of Production, provide guidance on production aspects of live performances to best achieve rental or touring artist vision.
- Oversee Facilities Manager to ensure all needs are met including cleaning, ordering, scheduling, general upkeep, and maintenance.
- Assist Director of Production with show advances, review and negotiate technical needs, obtain quotes for rental equipment, and estimate labor costs to adhere to budgetary parameters.
- Work with Director of Production and Facilities to assist with building-related needs as needed.

Qualifications:

- B.A./B.S. degree in Technical/Production theatre or related field and at least five years professional experience in technical theatre or production.
- Excellent communication, time management, and interpersonal skills are required.
- Candidate should have superior working knowledge of theatre audio and lighting systems.
- Previous facility experience is preferred.

The Colonial Performing Arts Center is a proud Equal Opportunity Employer.