Job Description

Job Title: Technical Director
Department: Stage Management
Reports To: COO (CEO)
FLSA Status: Exempt, salary

Company description
The Tobin Center for the Performing Arts will transform performing arts in San Antonio delivering a world-class venue and world-class performances for everyone. The Tobin will strive to excite all ages, cultures, lifestyle and income levels with performances by many different artists and performers.

The Tobin’s mission is to provide state-of-the-art facilities and services in support of its major tenants: the Symphony, the Opera, the Ballet and other non-profit performance companies. To be self-supporting, The Center will also present commercial programming and rent facilities to for-profit organizations.

The Tobin Center is a new facility and opened with a full schedule events beginning on September 4, 2014.

The completed facility consists of three venues:
• A 1751-seat performance space with hall acoustics, adjustable for both acoustic and amplified music presentations. The main floor is convertible from traditional theatrical seating to a flat floor capable of seating 600 or more for a banquet or cabaret style concert seating.
• A 250-seat studio theater with numerous flexible seating arrangements.
• An exterior venue along San Antonio’s famous River Walk, for plaza casts, film festivals, and receptions.

Position Summary
Along with key executives, this position will be pivotal in The Tobin Center’s development into a multi-faceted and community engaged entertainment enterprise. The ideal candidate will be a seasoned, “roll-up-your-sleeves” stage and labor management professional. This position is responsible for the daily theatrical operations of the venue’s performance spaces in collaboration with resident arts groups, outside promoters and production companies. These operations include light and sound operators, all related equipment and systems, set up / take down of all events, converting the stage spaces to the next configuration and managing the labor associated with these events. The Technical Director will manage all theater inventory, including lighting and sound equipment and any and all backline and stage equipment. Due to the operating hours and variety of tasks involved in this position, it is critical that the individual works with a great deal of independence with sound judgment.
Essential Duties and Responsibilities

• Assist and collaborate in the procurement process of stage-related furniture, fixtures and equipment.
• Determine technical supports, such as lighting, sound, staging and special needs necessary for events and performances in advance of production dates.
• Configure, set-up, maintain and operate theatrical lighting and sound systems for theater, dance, music and other productions and events; assists venue clients with design and technical matters.
• Orient facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitate the use of technical facilities by resident companies as well as others engaged by or renting the facility.
• Monitor the condition of all stage and theatrical equipment including lighting, sound and rigging equipment.
• Arrange for repair and replacement within budgetary constraints; coordinate preventive maintenance on equipment.
• Assist with preparation and control of related annual budgets.

Qualifications

Bachelor’s degree from a 4-year university or equivalent experience. Five to ten years significant experience as a Technical Director and/or in a technical support role in a performing arts center or theater. Expert knowledge of techniques, methods and procedures of theater, dance and music productions and presentations including stage, set, sound and lighting operation and implementation; stage management, computerized lighting and sound systems; and appropriate safety precautions and procedures. Ability to perform minor repairs and preventative maintenance on equipment and to maintain inventory of necessary supplies; assist in budget preparation; establish and maintain effective working relationships with representatives of resident arts groups, vendors, subcontractors, co-workers and others.

Competency

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• **Client Focus** - Incumbent’s interaction with internal and external customers. Requires putting yourself in the client’s place, anticipating and meeting needs quickly and accurately. It also means following up and monitoring situation to be sure the client is satisfied.

• **Representation of The Tobin** - Contributes to and promotes a positive image of The Tobin throughout all areas of responsibility.

• **Job Knowledge** - Understands the duties, methods and procedures required by the job.

• **Teamwork** - Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.
• **Communication** - Commitment to employing and promoting effective written/verbal communication as well as attention to content and process, and positive communication with staff, vendors, patrons and external customers.

• **Management of Resources** - Ability to use time, money, technology and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to incumbent job responsibilities.

• **Technical Knowledge** - Individual’s ability to demonstrate the specific skills necessary to the position using procedures, tools and equipment necessary to accomplish work.

• **Dependability & Time Management** - Organizes work well and uses time effectively; attendance & punctuality fall within standards. Takes responsibility for actions and accepts responsibility for mistakes. Follows through on assignments despite setbacks; shifts priorities when necessary.

• **Initiative** - Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.

**Links:**  [www.tobincenter.org](http://www.tobincenter.org)

Communication:

Mail resumes to The Tobin Center offices at:

115 Auditorium Circle  
San Antonio, TX 78205  
Attn: LuAnn Stidham

Or email to:  
LuAnn.Stidham@tobincenter.org