

Monday, August 15, 2022

Technical Director

Company: Dance Place
Location: Washington DC, DC
Compensation: \$50,000-\$53,000 annually

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Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a Technical Director. This is a 40-hour-per-week, salaried, exempt, year-round position with benefits. The Technical Director will report to the Artistic Director. The ideal candidate will have 5 or more years of technical theater experience and embrace Dance Place's mission to build a community of artists, audiences, and students through high-quality performances, commissions, training, and educational programs and our commitment to enriching the field of dance locally, nationally and internationally.

Dance Place is an equal opportunity employer. Dance Place believes that people of color, people in the LGBTQ+ community, people with disabilities, and women must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities. Strong candidates will work in alignment with Dance Place's mission and values, and be welcoming to people of all identities, including artists, adult dance class students, audience members, and the youth of our robust education programs.

Title: Technical Director

Number of hours per week: 40

Department: Production

Immediate supervisor: Artistic Director

Salary range: \$50,000-\$53,000 annually

Benefits: Dance Place offers our employees extensive paid time off, self-managed mental health and medical leave, a (401) K plan, health insurance, and pre-tax travel benefits. Employees can take class and attend Dance Place performances for free.

Position Overview:

The Technical Director serves as a key member of the Cafritz Foundation Theater technical staff to assist all artists in the Dance Place season to realize their artistic visions, as well as to supervise the crew. The Technical Director is responsible for the maintenance and operation of the scene shop and has the responsibility for the general maintenance and operations of Dance Place's Cafritz Foundation Theater along with other production staff.

Responsibilities:

- Lead Cafritz Foundation Theater production staff including Audio and Video Supervisor,
- Lighting Supervisor, work/study, technical theater interns, and overhire technicians as needed during all scheduled crew calls.
- Schedule the Dance Place crew (including staff, interns, work/study, and overhire when necessary) to enable successful execution of all performances, rentals, and space and equipment maintenance.

- Generate, track and maintain production budgets in collaboration with the Artistic Director.
- Co-lead Dance Place production meetings in collaboration with the Artistic Director.
- Coordinate all technical needs for Dance Place performances and events.
- Coordinate all incoming and outgoing equipment rentals and purchases.
- Coordinate Cafritz Foundation Theater rentals, including generating rental contracts and collecting payment.
- Serve as deck chief and safety supervisor for all Dance Place performances.
- Serve as the venue point person for artists in the Dance Place season.
- Create and maintain equipment wishlist and theater specifications documentation for internal and external use.
- Maintain theater to-do/maintenance list.
- Track and order supplies to ensure sufficient stock of consumables.
- Make non-capital purchasing decisions within budget to ensure equipment is functional and up-to-date.
- Communicate with Scenic Designers about their needs for Dance Place performances, and lead the process to execute their designs.
- Personally construct and/or lead Dance Place production staff to construct scenic elements for Dance Place performances.
- Lead, assist with, and participate in maintenance calls, load-ins, hang and focus calls, and technical and dress rehearsals, or however is necessary to support the realization of Dance Place presentations.
- Maintain order of the Cafritz Foundation Theater, backstage, scene shop, and the storage areas.
- Supervise technical theater interns and apprentices, including hiring, scheduling, evaluations, teaching/education, and other supervisory duties, in conjunction with the Internship Coordinator.
- Supervise technical theater work/study, including engaging and scheduling Supervisee.
- Supervise overhire technicians, including determining when overhire is necessary, hiring, and scheduling.
- List of positions supervised: Audio and Video Supervisor and Lighting Supervisor

Due to the in-person nature of the position, those who wish to apply for this position will be required to be fully vaccinated against COVID-19. This is defined as 2 weeks after receiving the last eligible dosage, inclusive of booster shot(s). The applicant should be prepared to show proof of vaccination upon request. Each candidate will also be required to comply with Dance Place's current COVID-19 policies and procedures including the utilization of a face covering that covers both the nose and mouth while indoors on campus and adhering to frequent hand sanitization to prevent the spread of illness.

All offers of employment at Dance Place are contingent upon the results of a thorough background check. Background checks will be conducted on all final candidates before an offer for employment being extended.

HOW TO APPLY: To apply, send a cover letter, resume, and two references to employment@danceplace.org. No phone calls, please.

Applications will continue to be accepted until the position is filled, with a priority application date of August 29th, 2022. No phone calls, please.

Dance Place
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www.danceplace.org

For more information:
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employment@danceplace.org

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