

Friday, August 31, 2012

Chen Dance Center Technical Director/Operations Manager

70 Mulberry Street, Floor 2 New York, NY 10013 Tel: 212.349.0438

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[Chen Dance Center](#) is seeking a Technical Director/Operations Manager to provide support for its three affiliate programs: H.T. Chen & Dancers - the resident company; The Theater - a black box theater; and The School - a community arts school. Located in lower Manhattan, Chen Dance Center is a recognized leader in dance and Asian American arts. Artistic Director, H.T. Chen is a leading Asian American choreographer and an arts advocate; having served on the boards of Dance/USA, DTW, and funding panels.

Responsibilities for the Technical Director/Operations Manager include:

Providing technical direction for performances, workshops, events, and productions of the organization. Coordinating all technical aspects of production, including lighting, sound, video, as well as maintenance of the theater equipment.

Managing company tour preparation, including coordinating the venues, gathering technical specifications, communicating technical requirements, coordinating tech schedules, supervising load-in and technical rehearsals, and in some situations becoming the lighting supervisor.

Requirements: Knowledge of a wide range of lighting control and dimming equipment, theatrical lighting fixtures, cables and accessories, sound mixers and recording devices, computer light controllers is required.

Special skills including computer proficiency (Powerpoint, Video, VectorWorks, Photoshop and other publishing programs, video editing software, MS Office suite)

Teaching: Organize and teach a 2-session (90 mins) workshop in elementary lighting design and stagecraft to community youth.

Chen Dance Center is an Equal Opportunity Employer.

Please send resume and references to chendancecenter@gmail.com by September 17, 2012

www.chendancecenter.org

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