

Monday, July 11, 2022

Technical Director of Dance

Company: Marymount Manhattan College
Location: New York, NY

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The Technical Director for Dance coordinates activities with the Dance Administrative Assistant, the FAPA Operations Director, the Technical Director for the Theresa Lang Theatre, and College Facilities. Supervises all production and technical aspects of dance department events and productions, (both on- and off-campus). Serves as lighting designer and stage manager for such productions, as well as oversees Department studio operations.

This is a 12-month full-time position that has a regular work schedule but requires flexibility to cover evenings and weekends based on needs of the production periods.

Candidates must have a minimum of a Bachelor of Arts degree, three years supervisory experience in the Theatre, particularly for Dance; knowledge of local and industry safety standards, and the ability to create and read lighting plots. Knowledge of rigging is desired. Candidate should have excellent interpersonal and communication skills, strong organizational and collaborative skills, and a commitment to the theatre for dance training within the context of a liberal arts education.

DUTIES AND RESPONSIBILITIES

SKILLS

Must be able to perform all required functions of technical and lighting director including light hanging, stage striking, putting down Marley floors
Experience in lighting design at a high professional level
Experience and ability/desire to work in an academic setting
Ability to work with the necessary professional software or computer tools for Production and Digital work; including but not limited to Qlab, Vectorworks, Lightwrite, Adobe Premiere, Vimeo.
Ability to work with the necessary professional software for day-to-day office work; including but not limited to Microsoft 360 software (Outlook, Word, Excel, Access), Zoom, File-Sharing (Box)
Basic working knowledge of all equipment necessary for Dance Production; including but not limited to ETC Lighting Console, various analog and digital Sound Boards, fly rail systems, video projectors, etc.
Communicate in a timely manner, which includes all email communications.
Frequently move equipment weighing up to 50 pounds, ascends/descends a ladder, and utilize personnel lift during production.

SPACES & MAINTENANCE

Maintain and oversee dance spaces and studios, equipment, and storage. This includes but is not limited to the floor, mirrors, sound systems, barres, musical instruments.
Coordinate with College facilities staff and FAPA Operations Director for all physical plant repairs and maintenance as related to Dance Department spaces.
Implement and maintain professional safety and production standards for all spaces and personnel to ensure safety for all participants.
In coordination with the Technical Director for the Theresa Lang Theatre (TD for TLT), assist with planning and maintenance of the TLT facility and support equipment (including audio, rigging, lighting, soft goods, projection). During the Dance Department's production periods in the TLT, the Dance Technical Director supervises all dance production activity in the space and promptly communicates any problems with the TLT's equipment and facility to the TD for TLT for necessary action.
Conduct summer maintenance:

Evaluate and repair all Dance Department teaching, performance, and storage spaces and equipment.
Assist the TD and ATD for the TLT with summer maintenance of the TLT theatre space, its equipment and storage space.

Attend necessary training and maintain certificates as required for the job; including but not limited to chemical storage compliance.
Maintain the proper storage and disposal of chemicals as well as keep updated records and MSDS sheets of chemicals with the college and campus security.
Compliance and knowledge of fire-code and safety measures as it relates to production.
Maintain records of Flame Retardancy for all scenic elements and soft goods.

SCHEDULES

Coordinate dance production meetings, calendars, and activity schedules to ensure that all deadlines are met.
Manage and monitor day to day production schedule and rehearsals.
Manage and monitor all studio schedules through Astra scheduler. Coordinate daily class and rehearsal schedules as well as work with FAPA Operations Director, Facilities, and the College to assist in scheduling other uses of Dance Spaces for college supported events or external rentals.
Work with the Dance Department to create weekly rehearsal schedules for Choreographers and assist with casting students into these rehearsals based on their weekly class schedules and availability.
Create Production Schedules based on space and personnel availability. Manage student crew from the Stagecraft for Dance class and work with them in the roles of Load-in, Running Crew, Strike, and Front of House. Provide an environment that allows the students to gain professional experience they can take with them in their careers.

PRODUCTIONS

Participate in the overall production, space, budget, and equipment planning for the Dance and Theatre Arts departments with the TD for TLT

and ATD, Chairs of Theatre Arts and Dance, Administrative Assistant for Dance and the FAPA Operations Director. Coordinate all Student and Professional Over-hire (Lighting Designer, Stage Manager, Sound Designer, extra non-student crew) crew activities, including the securing and scheduling of required qualified personnel for load-in, strike, and load-out. Serve as on-site manager for load-in, strike, load-out and all tech, dress rehearsals and performances for the Dance Department.

Act as the Lighting Designer for Dancers At Work (DAW): Student Choreography Showcase. Coordinate opportunities for lighting design and stage management students in Theatre Arts Department. Mentor Student Choreographers in all the technical elements and design ideas in order to strengthen their experiences and add to their professional development.

Master Electrician for all Dance Department productions.

In consultation with choreographers and the Dance Department, manage all rental, construction, installation, and operation of all production elements; including but not limited to scenery or scenic elements, projection, lighting, sound.

In consultation with the Artistic Directors, Choreographers and the TLT TD, supervise and/or construct all required scenic elements (with the assistance of designated crews) required by a production.

Ensure that specified supplies, equipment, and rentals required by the production are ready for use in the theatre or other rehearsal venues at the time said material are required for the technical set-up or any rehearsals or performances.

Be available and accessible as on-site Production Manager/Master Electrician to the Artistic Directors and the Lighting Designers for consultation as required throughout the technical set-up, cueing sessions, all technical rehearsals, and all performances.

Work with the Dance Department Advisory Board with any technical elements needed for the annual Spring Gala Benefit, including lighting, etc.

Provide technical support for all additional Dance Department events.

Serve as the Dance Department supervisor for curricular and non-curricular events as requested by the Chair of the Dance department.

BUDGETS/ CONTRACTS (In Consultation with Chair of Dance)

Manage budgets for technical expenditures (crew and equipment) in a timely manner. Maintain computerized records of expenditures. Work with outside contractors and vendors.

Manage a Company Credit Card for purchases necessary for Production and for the Dance Department, maintain receipt records, and submit statement paperwork in a timely manner.

Work with Dance Department Chair to coordinate Choreographer Contracts in relation to the production elements and copyright laws as they relate to Productions.

Assist in purchases for classes such as off-campus events. Coordinate with professors on dates/times of events and getting the students/professors admission.

ADDITIONAL

Coordinate and maintain Dance Department Computers and Video equipment. Work and teach students to film, archive, and livestream Productions. Maintain Dance Department Digital Archive of all media.

Create all Dance Department ticket sales events on Eventbrite in coordination with the FAPA Operations Director.

Marymount Manhattan College is an independent liberal arts institution that offers two degree programs in Dance: a BA and a BFA in Dance. For information about the department click [here](#).

Marymount Manhattan College is an affirmative action and equal opportunity employer. To apply, please click [here](#).

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