

Thursday, January 4, 2024

Production & Tech Coordinator at BAAD! Bronx Academy of Arts and Dance

Company: BAAD! Bronx Academy of Arts and Dance
Location: Bronx, NY
Compensation: \$30/hour

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Production & Tech Coordinator

Location: Bronx, NY Department: Operations/Artistic Type: Part-Time 20 hours/week (min) Salary: \$30/hour

Mission:

BAAD!'s mission is to create, produce, present, and support the development of cutting-edge and challenging works in contemporary dance and all creative disciplines that are empowering to women, Latinx and people of color, and the LGBTQ+ (lesbian, gay, bisexual, transgender, and queer) community.

Position Description

BAAD! seeks a motivated, self-starter to serve as Production & Tech Coordinator (PTC). This position is part-time and hybrid (in-person and virtual). The PTC oversees and manages the operation, maintenance, safe and proper usage of the technical equipment for theatrical performances at the venue and for off-site events; works the tech for the shows they so choose (and these work hours are in addition to the 20 hours designated for the PTC position), and schedules the technical staff to work shows and events if they are not working the tech themselves. The individual will be a detail-oriented, deadline-driven, and highly organized team player with excellent interpersonal, administrative and leadership skills. The PTC reports to Senior Leadership (Artistic Director, Executive Director, and Deputy Director) and agrees to uplift BAAD!'s mission and vision.

As a hybrid position (in-person and virtual), tasks such as administration and production management may be conducted remotely while tasks such as equipment maintenance, inventory, and load-in/strike will require the PTC to be in person.

Principal Duties & Responsibilities

Technical

Possess the skills to serve as technical director, operator, or any additional tech support for performances. (The hours working tech for a show are in addition to the weekly 20 hours designated for the position.)

Assist, instruct, and supervise designers and operators to prepare for run-throughs, tech rehearsals, and shows.

Train or acclimate technical staff in operating equipment and tech software.

Coordinate, lead, and/or supervise set-up and strike for each event production and rental.

Supports the house manager with setting up and striking the audience seating for each show.

Maintain a clean, safe, and organized technical workspace before and after each event.

Interface with Maintenance regarding periodic upkeep needs and assistance.

Maintain and safeguard the technical assets by developing and implementing yearly maintenance of equipment.

Troubleshoot technical issues as necessary.

As needed, update equipment operation instructions and tech manuals and disseminate them to tech staff.

Research and recommend a plan for equipment and software upgrades and purchasing (with approval from SL).

BAAD! reserves the right to adjust, add, or change responsibilities at any time and in consultation with PTC.

Administrative

Facilitate production meetings with artists and programming staff to assess and coordinate all the technical needs of the events in relationship to BAAD!'s "bare-bones" capacity and communicate event needs to tech staff in implementing sound and lighting designs/needs for productions and rental events.

If the PTC is not working the tech for a show, they must staff technicians for events, rentals and programs including AATT Academy, AATT, TransVisionaries, and other off-site events.

Gather technical assets from artists (i.e., music, video, projection images, etc.)

Create ROCK/Run-of-Show documents for each event to facilitate communication among performing artists, designers, and technicians. Disseminate accordingly 5 days, at the latest, before the event performance.

Attend post-show debriefs. Disseminate feedback from debriefing surveys. Problem-solve immediate and/or recurring tech-related issues.

Skills & Qualifications

Expertise in theater production, stage equipment, including lighting and sound boards, [manually and computerized], and entertainment technology. Stay updated on the latest advancements in lighting, sound, video, rigging, carpentry, electricity, and stagecraft.

Demonstrates leadership, teamwork, and problem-solving abilities.

Exceptional interpersonal skills, employing a diplomatic approach with both artists and staff.

Capable of working autonomously or collaboratively, taking initiative as appropriate.

Frequently moves indoor and outdoor theatrical equipment weighing up to 50 lbs.

Ascends stairs and ladders (with heights up to 40 feet); Can safely implement and work atop personnel lifts and lighting grid.

Safely work in low-light environments.

Committed to diversity and serving a wide range of populations.

Ability to manage multiple tasks and make informed decisions under pressure.

Knowledgeable about general theater policies, BAAD!'s theater policies, safety standards, and regulations.

Proficiency in MS Office Suite, Google Workspace, AutoCAD, OBS, Zoom and QLab, as well as familiarity with events management software.

Preferred

BA or BFA in technical theatre and/or experience in theatre stagecraft, theatre production, or equivalent professional work in theatrical productions & events.

Solid knowledge of lighting, sound, rigging, carpentry, electrics, or technical consultative services.

Familiarity with live digital streaming (audio/video connectivity, multi-camera set-up, OBS software, Zoom, etc.) is a plus.

Possess a valid NYS driver's license; Experience with driving moving vans, flatbed trucks, and/or other large vehicles is a plus.

Fluency in Spanish is a plus.

Hours & Compensation

Rate: \$30 per hour (minimum of 20 hours/week)

Regular work hours vary depending on events. Production & Tech Coordinator may be required to work evenings, weekends, and holidays, as needed.

To Apply

BAAD! is an equal-opportunity employer and encourages applications from all interested and qualified candidates who are eligible to work in the United States. BAAD! encourages women, people of color, and LGBTQ+ people to apply.

Please send a cover letter and resume to info@baadbronx.org with the subject line: Production & Tech Coordinator. The position is open until filled. Candidates will be interviewed on a rolling basis. Priority will be given to applications received before Monday, June 3, 2024. For more information on BAAD!, visit: baadbronx.org.

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