

Position: Technical Director  
Department: Technical  
Reports to: Executive Director

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**About OPPA:**

On Pitch Performing Arts is in our 6th Season of producing community theatre and providing theatre education. We are firm believers in the value of children's theatre education and value this as one of our highest priorities. We truly believe that #theatrematters.

**OPPA! Mission Statement:**

On Pitch Performing Arts Inc. exists to educate, entertain, and inspire children, adults and audiences with theatrical productions that range from musicals, plays, and new works; we train and support the next generation of theatre artists; we provide arts education programs that promote life-long learning; we promise to maintain a safe and diverse community; and we celebrate the power of theatre to bring together our community.

**Job Summary:**

The Technical Director has the daily responsibility for the supervision and implementation of the technical operations/build of the theatre including lighting, sound, set design, and construction. This position also works with building staff on facility issues.

The TD collaborates with the Executive Director and production team to uphold the artistic vision of the theatre and works closely with show directors and guest designers to execute the vision of the performance. The role requires effective time management to prioritize workloads and demonstrates regular and consistent attendance and punctuality. This person must be able to effectively recruit, train, and lead volunteers and staff.

**Essential Duties and Responsibilities:**

- Operates, maintains, and safeguards the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.
- Determines the necessary technical supports, such as lighting, sound, staging, etc. necessary for events and performances presented at the facility in advance of production dates.
- Designs, sets up, maintains, and operates lighting and sound systems for theatre, dance, music, and other productions and projects; assists guest designers with technical matters and provides them with necessary documentation such as lighting plots.
- Manages the costs and usage of technical equipment required for the individual show. Supervises the implementations of approved technical designs. In the case of a guest designer, relays necessary information pertinent to the production.
- Supervises and assists with set and stage construction and management, which can include Build/pull/gather/paint of sets for upcoming shows as needed.
- Works to recruit, train, and assign volunteers for individual shows; coordinates paid technical staff for individual shows or rentals.
- Orients facility renters and visiting productions to safety, technical characteristics, and other areas of facility operations.

- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Attends tech/dress week rehearsals in order to supervise and assist in the technical aspects of mounting the show.
- Attends Production Meetings for all upcoming shows monthly
- Makes recommendations to the Executive Directors or theatre leadership regarding capital purchases of technical equipment.

### **Desirable Skills and Qualifications:**

- A degree in theatre is preferred but not required.
- The candidate must be able to lift, push, or pull objects up to 100 pounds using appropriate tools.
- This position requires a multitasker who loves technical theatre and deadlines. We are looking for a person that believes in our mission and sees the value of theatre in our community.
- Experience could come in the forms of degrees, on the job experience, or passion. Because this position requires someone with many talents we are looking for someone that has a passion and a drive not just a ton of experience.
- Excellent written, verbal and interpersonal communication skills are a must.
- The ability to work alone or with a team.
- **The availability to work nights and weekends as needed.**
- Drafting skills preferred
- Detail oriented with excellent project management and supervisory skills.
- Ability to work with diverse personalities and workgroups including outside educational institutions and youth of all ages.

### **Salary & Schedule:**

The Technical Director is a full time salaried position, rate of pay is \$36,000 – \$42,000 per year depending on experiences. General schedule will be Tuesday – Friday 10am-6pm. Evening/Saturday hours will be required.

### **Application Procedures:**

If you are interested in applying for this position, please submit a Cover Letter and Resume including at least three professional references, and samples of your work via email to Executive Director Brandon Stauffer at [brandon@onpitchperformingarts.com](mailto:brandon@onpitchperformingarts.com). Please include your last name and Technical Director in the subject line of your email. No phone calls please. Position(s) is open until filled.

OPPA! is committed to diversity in the workforce and is an equal opportunity employer. We do not discriminate in any employment decision on the basis of race, color, creed, sex, religion, age, marital or veteran's status, national origin, disability, sexual orientation, or any other basis prohibited by local, state or federal law.

#### **Additional Information:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. OPPA! provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.