



CRESTED BUTTE CENTER FOR THE ARTS

Technical Director

Job Description

Technical Director

Full Time Salaried - Exempt

Direct Report: Artistic Director

Salary: \$55,000 - \$65,000

About the Center for the Arts

In 1985, a passionate group of local residents began raising money for a nonprofit community arts center in the beautiful mountain town of Crested Butte, Colorado. Two years later, they had raised \$425,000 and the old county road maintenance garage was renovated into a 6,000 square-foot Center for the Arts facility. Since those beginnings, the local population has doubled, and there has been tremendous growth in the number of events presented, the size of audiences, and the number and variety of educational programs provided by the Center for the Arts and its partner organizations. Fewer than 8,000 people attended Center events in 1985, and 30 years later, more than 40,000 people attended over 650 events, positively impacting the local economy by more than \$3 million. After recognizing the need to create a larger and lasting home for the Center, the Board embarked on an ambitious \$21 million capital campaign to build a new, state-of-the-art facility. In December 2019, the new building was opened, featuring 28,000 square feet of multi-use space, including a 305-seat theater, two art studios, dance studios, a visual arts gallery, and new bar facilities. Truly unrivaled in Colorado as a captivating and welcoming place, the Center for the Arts brings people together to share, inspire, nurture, educate, and enjoy arts and culture.

Position Overview

The Technical Director (TD) serves as a critical member of the artistic team, bringing technical expertise to staff, partner and renter interactions. The TD will manage all technical aspects of Center facility including the Steddy Theater space, a multi-use, flexible, state-of-the-art performance venue used for a range of diverse programming including concerts, films, live theatre, and dance. The TD supervises, trains, and mentors a range of tech staff in addition to maintaining and safeguarding the technical assets of the facility.

Technical Planning + Execution

- Oversee the planning, evaluation, scheduling, implementation, engineering and supervision of all technical elements involved in Center activities, partner events and rentals.
- Lead all technical elements for live events including planning, production-related budgeting, load-in, hang and focus, builds, technical rehearsal, strike, and venue transitions.
- Operate lights, sound, projection or other live technical elements during concerts, theatrical and dance performances, or other live events as a member of the technical team.

- Determine the necessary technical supports, such as lighting, sound, staging, and special needs, for events and performances presented at the facility in advance of production dates.
- Review performance riders for musicians, ensuring all equipment is planned for and the event is properly staffed by the technical team.
- Design, set up, maintain, and operate lighting and sound systems for theatre, dance, music, and other productions and projects.
- Supervise and assist with set and stage construction and management as necessary.
- Maintain the industry standards for safety for Center Staff, partners and renters in the facility.

Technical Oversight + Communications

- Operate, maintain and safeguard the technical assets of the facility, including supervising the use of lighting, sound and audiovisual equipment.
- Oversee proper use and maintenance of stage facilities.
- Provide technical details and necessary production timelines for partner and rental agreements.
- Interface directly with partners and renters to ensure external technical elements (music, video content, presentations, etc.) are submitted to the Center on schedule for a smooth and efficient production.
- Create a 10-year maintenance plan for all theatre and production equipment in the new Center facility.
- Monitor the condition of venue equipment including lighting, sound, and rigging equipment; arrange for the repair and replacement within budgetary constraints; perform preventive maintenance on equipment.

Budget Management

- Participate in the preparation and management of production and technical budgets.
- Advise Center staff on the technical specifications, costs and usage of technical equipment required for specific events.
- Maintain production-related inventory.
- Make recommendations to the Center leadership regarding purchases of technical equipment.

Team Leadership

- Supervise, train, and mentor a range of hourly and contract staff with a variety of skill levels.
- Assist in recruiting, training and assignment of technical staff for individual shows.
- Participate in long range planning to serve equipment and facility needs of the Center.
- Participate in staff and program meetings to guide production planning and provide technical expertise.

Miscellaneous

- Partner with Facilities Manager where facilities and technical systems overlap.
- Other duties as assigned.

QUALIFICATIONS

Ideal candidates will have experience working in a professional performing arts environment, with minimum 3-5 years previous experience as a Technical Director preferred. Candidates with equivalent experience in technical production including live performance lighting, sound, AV, or a commercial production company are encouraged to apply. Preferred qualifications include:

- Working knowledge of live event operations including but not limited to lighting, computerized lighting systems, sound, audiovisual, and projections with a high level of knowledge in one or more of the areas above.
- Superior attention to detail, while meeting deadlines.
- Exemplary customer service skills.
- Ability to supervise staff and lead a team required.
- Demonstrated ability to take and follow direction.
- Demonstrated ability to meet deadlines and work within multiple budget lines.
- Understanding of the event production process, tech needs, and ability to clearly communicate with Center staff, partners, renters, and other stakeholders.
- Excellent in-person, email, and phone communication skills.
- General computer skills, including Microsoft Office products and Google Workspace.
- Expertise in carpentry, rigging, using standard theatrical construction techniques a benefit.
- Working knowledge of appropriate safety precautions and procedures.
- Valid driver's license with safe driving record and a reliable personal vehicle.
- Candidates must be able to lift 50 pounds and manage sustained physical activity.
- Sense of humor.

Application

To apply, email cover letter and resume with professional references to jobs@crestedbuttearts.org. Please put "Technical Director" in the subject line.

Equal Opportunity Employment Statement

Center for the Arts (CFTA) is committed to having diverse voices in our organization and coalitions. We seek collaboration with those who bring a range of perspectives, skills, and experiences to the work of advancing our mission. We strongly encourage and seek applications from BIPOC (Black people Indigenous peoples, and People of Color), people with disabilities, women, men, non-binary individuals, bilingual and/or bicultural individuals, immigrants, veterans, and queer/LGBT+ individuals. CFTA is an equal opportunity employer.