

POSITION DESCRIPTION

TITLE: **Technical Director of Dodge Performing Arts Center – (Exempt)**

Collective Bargaining – Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Technical Director of Dodge Performing Arts Center (DPAC) is assigned to the Nancy R. and Norton T. Dodge Performing Arts Center and reports to the Interim Executive Director of the DPAC. This position is responsible for all items related to the technical production of events and assists the Assistant Manager with the overall leadership of event operations and quality assurance. Incumbents must have excellent communication skills, the ability to work independently, and strong organizational capacity. They must also have experience with budget creation and management, project management, planning, contract management, and schedule tracking. Incumbent must be skilled in training personnel on the operation of technical theater equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Manages the technical operations of events at the DPAC.
- Supervises technical staff including conducting performance evaluations, coordinating training, and recommending hiring, discipline, and termination procedures of employees.
- Assists with the development and management of the annual operating budget for the DPAC, including contract administration, developing scope of work for contracted positions, selecting contractors, bidding work, and monitoring performance.
- Attends meetings, reviews plans, and facilitates collaboration in the development and implementation of services and/or relevant program offerings with focus on technical needs and support; prepares and presents information; addresses issues, provides information, recommends, and implements solutions. Interacts with internal and external customers to address technical issues, recommends solutions, and provides information related to the DPAC.

Position Description

Technical Director of Dodge Performing Arts Center

Page 2

- Oversees students assisting in the technical operations of the DPAC.
- Collaborates with directors, designers, and other production personnel to ensure technical requirements align with artistic vision.
- Communicates effectively with campus departments and external vendors to coordinate technical logistics for events and performances.
- Responsible for overseeing logistics related to the contracted crew's needs and timeline: ordering materials, scheduling crew members, ensuring they know their goals and priorities for each event, and resolving any problems that might stand in their way.
- Is the primary point of communication between the DPAC and is the event point of contact for technical operations of an event. The Technical Director is a key for determining technical feasibility of events intended to be presented at the DPAC.
- Ensures that all DPAC performance venue operations are executed to the highest standards of safety and quality.
- Ensures all technical equipment and related systems are operating, up to date, and installed correctly.
- Ensures that all operators of technical equipment are proficient on the equipment for which they are responsible.
- Prepares reports as required by the Interim Executive Director of the DPAC.
- Oversees logistics related to the contracted crew's needs and timeline: ordering materials, scheduling crew members, ensuring they know their goals and priorities for each event, and resolving any problems that might stand in their way. Leases, borrows and/or purchases equipment as needed and approved within specified budget limits.
- Supervises and assists with set up and take down of technical equipment needed for events.
- Assists with the technical direction of the College's River Concert Series and the Mulberry Music Festival.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree or a master's degree in technical production, management, or design.
- Experience: At least ten (10) years' professional experience in the performing arts field.
- Possesses a broad range of performing arts technical knowledge to draw on, understanding the craft of lighting and sound engineering and the work of technical crews and engineers.
- A strong knowledge of the performing arts technical industry is mandatory.
- Ability to work evenings, weekends, and holidays as required by production schedules.

Position Description
Technical Director of Dodge Performing Arts Center
Page 3

- Ability to lift at least twenty-five (25) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.