



POSITION TITLE: Associate Technical Director and Facilities Manager
DEPARTMENT: Production
REPORTS TO: Senior Producer

Founded as Performance Space 122, in 1980, from an explosion of radical self-expression amidst the intensifying American culture wars, Performance Space New York (PS New York) is the birthplace of contemporary performance as it is known today.

Reporting directly to the Senior Producer, the Associate Technical Director and Facilities Manager works with the Technical Director to manage all aspects of PS New York's theaters at 150 First Avenue including: production budgets, staff, equipment, schedules, and technical aspects of live programming, exhibitions, and space rentals, with an eye on the everyday upkeep of the facilities.

RESPONSIBILITIES

General Facilities, Equipment & Storage

- Work with other 122 Community Center (122CC) tenants and Deputy Director to address building-wide or PS New York facilities and operational issues that may arise.
- Liaise with superintendent/building manager, manage janitorial vendor relationship, and ensure public spaces are presentable, professional, safe, and properly climate controlled.
- Attend and represent PS New York at monthly 122CC board meetings.
- Maintain PS New York's inventory of audio, video, scenic and rigging equipment and an expert understanding of how it can be used.
- Maintain a strong working knowledge of all current theatrical technologies.
- Maintain cleanliness and supplies in equipment storage.
- Enforce safe work practices ensuring a safe working environment for all.
- Collaborate with staff to keep public areas presentable and professional.
- Manage key and keycard distribution for the staff.

Staffing & Vendors

- Assist the Technical Director in maintaining a roster of potential technical crew hires, manage their scheduling for assigned shows, and process payroll for all shows.
- Maintain good working relationships with vendors.

Presentations, Exhibitions, Events & Rentals

- Coordinate all technical aspects of assigned programming, including space rentals.
- Create and update technical plots as necessary.
- Review all assigned technical riders and production related clauses in programming contracts.
- Secure, manage and coordinate all aspects of program or event-specific equipment rentals.
- Supervise production over hire crew in all aspects of production including but not limited to audio, carpentry, and rigging, as well as video, projection mapping, streaming and edge tech.
- Supervise load-ins, load-outs, and show calls as scheduled.

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- When necessary, work closely with the artists, Programming Team and third-party partners to identify and assess alternate venues for off-site presentations.
- Supervise equipment rentals.
- Coordinate artist residencies during the summer.
- Supervise yearly maintenance of equipment, theaters, offices and other public spaces.

Supervisory Responsibilities:

- Production Fellow and crew

Working Conditions:

- Maintain standard office hours, Monday – Friday 10am-6pm.
- Evening, weekend, and early morning meetings and evening events, as required.

QUALIFICATIONS

- Broad working knowledge of all technical theater / design departments, ideally possessing specialty knowledge in one or more of these fields.
- Demonstrated knowledge of modern rigging practices (manual and motorized), basic stage engineering, scenic construction, sound engineering and system maintenance, and theatrical electrics.
- Ability to troubleshoot and maintain A/V systems and networks including Dante and ETCnet.
- Proven supervisory skills, strong communication and interpersonal skills, positive attitude, and ability to maintain composure and humor in a fast-paced work environment.
- Proven ability to make, modify, and meet production budgets, in dialogue with the artist and Producer.
- Self-motivated, organized and detail oriented.
- Ability to meet and prioritize multiple deadlines.
- Proficient in Vectorworks, QLab, Soundweb and Microsoft Office.
- Touring experience and valid drivers license a plus.
- Previous experience working collaboratively with QTPOC+ and/or Indigenous communities.
- BA/BS/BFA in technical theater, design, or commensurate experience.

COMPENSATION

The salary for the role of Associate Technical Director and Facilities Manager is \$58,500 annually, full-time exempt. PS New York offers a comprehensive benefit package.

TO APPLY

Please send resume, cover letter and at least two references to production@performancespacenewyork.org before July 8, 2019 with "Associate Technical Director" in the subject line. No phone calls please. Ideal start date is July 15, 2019.

Performance Space New York is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater/dance/performance fields are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, age, or veteran status.