



Performance Space 122
Job Description

POSITION TITLE: Technical Director
DEPARTMENT: Production
REPORTS TO: Production Manager
CLASSIFICATION: Regular, full-time, Exempt

Performance Space 122, a not-for-profit, New York City institution founded over 30 years ago, is recognized internationally for its presentations of contemporary theater, dance, music and live art.

Currently PS122 is in the midst of one of the most radical transitions of its history, spurred by a complete renovation of our home in the East Village. To ensure health and sustainability upon our return to 150 First Avenue, Performance Space 122 has begun a fundraising campaign which includes outfitting our two new theater spaces.

Performance Space 122's Programming and Production team consists of the Artistic Director, the Senior Producer, the Production Manager, the **Technical Director**, and over-hire technical crew as necessary. The Programming and Production Team will grow as we gear up to move back to the newly renovated building slated for 2016.

The Technical Director is an integral part of the Programming and Production Team, Supervised by the Production Manager; they are responsible for working with all audio, video and scenic designers to realize their artistic visions within the physical and financial parameters of Performance Space 122 organizational goals.

RESPONSIBILITIES:

- Maintain all audio, video, scenic and rigging equipment.
- Serve as the A/V Supervisor for all productions.
- Collaborate with Production Manager on repertory audio plot design for new theaters. Create and maintain drawings and paperwork for repertory audio plot.
- Create archival records of all productions including but not limited to ground plan, line set schedule, audio plot, input list, paperwork and console show files.
- Supervise production over hire crew in all aspects of production including but not limited to audio, video, carpentry and rigging.
- Maintain a strong working knowledge of all current theatrical technologies.
- Work closely with the Programming and Production Departments to maintain the high standards that PS122 is known for through out the community.
- Maintain good working relationships with vendors.
- Supervise load-ins, load-outs, and show calls as scheduled. Schedules differ from week to week and may include nights and/or weekends.
- Advise on theatrical equipment systems maintenance, upgrades and capital Improvements.
- Design and manage the audio and video design for in-house productions such as Season Launch, Red & White and others as appropriate.
- Maintenance and repair of the audio and video systems on an ongoing basis.
- Maintain cleanliness and supplies in equipment storage.
- Enforce safe work practices ensuring a safe working environment for all.

QUALIFICATIONS:

- Broad working knowledge of all aspects of theatrical audio and video design and production.
- Demonstrated knowledge of modern rigging practices (manual and motorized), basic stage engineering, scenic construction, sound engineering and system maintenance, stage carpentry, and welding.
- Ability to trouble shoot and maintain A/V systems.
- Proven supervisory skills, strong communication and interpersonal skills, positive attitude, team player, collaboration skills, problem solving skills and a good sense of humor.
- Self-motivated, organized and detail oriented.
- Ability to make thoughtful and timely decisions responding shifting priorities and challenges as they arise.
- Proficient in Vectorworks, QLab, Soundweb and Microsoft Office.
- Ability to meet deadlines and work in a fast paced environment.
- Touring experience and valid drivers license a plus.
- BA/BS/BFA in technical theater, design, or commensurate experience.

PS122 is an equal opportunity employer offering competitive salary and full benefits. The Technical Director position is available immediately.

To apply for PS122 **Technical Director** please submit your resumé, cover letter, as well as three professional references to office@ps122.org, with “**Technical Director**” in the subject. Application deadline is October 2nd, 2015. Only those selected for interviews will be contacted.