



POSITION TITLE: Associate Technical Director and Facilities Manager  
DEPARTMENT: Production  
REPORTS TO: Senior Producer  
CLASSIFICATION: Regular, full-time, exempt

Dedicated to supporting creative risks taken by artists from diverse genres, cultures and perspectives, Performance Space New York (PS New York) presents and commissions works that challenge the boundaries of live performance. PS New York is an innovative local, national and global leader in contemporary performance.

Reporting directly to the Senior Producer, the Associate Technical Director and Facilities Manager is an integral part of the Programming and Production Team, responsible for working with the Technical Director to manage PS New York's theaters and facilities at 150 First Avenue including: technical aspects of programming and events, production staff & schedules, as well as the organization's facilities & equipment.

#### RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to, the following:

##### General Facilities, Equipment & Storage

- 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.
- Work with other 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.
- Collaborate with staff to keep public areas presentable and professional.
- Manage key and keycard distribution for the staff.

##### Staffing & Vendors

- Maintain a roster of potential technical crew hires, manage their scheduling and timesheets. Schedules differ from week to week and may include nights and/or weekends.
- Maintain good working relationships with vendors.

##### Presentations, Exhibitions, Events & Rentals

- Coordinate all technical aspects of PS New York's programming, including space rentals.
- Create and update technical plots as necessary.
- Review all technical riders and production related clauses in programming contracts.
- Serve as the A/V Supervisor and manage the audio and video for all programming.
- Secure, manage and coordinate all aspects of program or event-specific equipment rentals.

**PERFORMANCE SPACE      NEW YORK**  
**150 1ST AVENUE   NY, NY 10009   212-477-5829**  
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- 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.
- 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 crew and interns

#### Working Conditions:

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

#### 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.
- Experience managing theatrical facilities and 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 meet deadlines and work in a fast-paced environment.
- Ability to make thoughtful and timely decisions responding shifting priorities and challenges as they arise.
- Proficient in Vectorworks, QLab, Soundweb and Microsoft Office.
- Touring experience and valid drivers license a plus.
- BA/BS/BFA in technical theater, design, or commensurate experience.

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/performances 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.

Compensation will be commensurate with experience.

#### TO APPLY

Please send resume, cover letter and at least two references to

**[jorgen@performancespacenewyork.org](mailto:jorgen@performancespacenewyork.org)** by August 20, 2018 with "Associate Technical Director" in the subject line. No phone calls please.