



<b>Job Title:</b> Technical Director	
<b>Reports to:</b> Artistic Director	
<b>Program/Department:</b> Production	
<b>FLSA Status:</b> Exempt	<b>Schedule:</b> Full-Time

### SUMMARY

The **TECHNICAL DIRECTOR** functions as the supervisor for implementation and maintenance of all technical elements for all Oklahoma City Ballet productions and activities. Reporting to the Director of Production, this position maintains a high level of artistic integrity, safety, and appropriate working environment for Artistic and Production personnel. The Technical Director also works with the Operations Manager to support the maintenance and improvement of the facilities with specific attention to the theater spaces and equipment therein.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Create all technical drawings and paperwork necessary for the installation of the productions into and out of the theatre; Create all technical drawings necessary for the bidding for and/or construction of any new production
- On-site supervision and participation in all load-in and load-out activities in the theater and on location, including but not limited to the Civic Center Music Hall, Scissortail Park, and the Brackett Dance Center
- Work with our Stage Manager to determine how many stage hands are needed for mainstage shows
- Hire and manage production personnel, including IATSE crew, over-hire, 1099, etc., ensure that they are well trained, and all activities in the production department are handled in a safe and responsible manner
- Create line-set schedules, ground plans, other technical drawings, and paperwork necessary for the installation of the productions into and out of the theater
- Arrange all shipping for rental packages to and from Oklahoma City Ballet
- Arrange rental, drive, and load 26' trucks to assist in scenery shipment as necessary
- Work with the representatives (Technical Director, Production Manager, etc.) from rental companies to identify production needs of incoming sets and solve necessary related issues
- Arrange rentals of hazers, foggers, and any other additional equipment necessary to facilitate the needs of productions
- Manage and maintain the Oklahoma City Ballet Warehouse including warehouse and workshop operation, and the safe storage, maintenance, and inventory of all physical production equipment therein
- Actively create any new scenery, prop, road box, or storage crate construction
- Attend all administrative staff meetings, Artistic staff meetings, and Production meetings
- Work with the Director of Production and the Director of School & Studio Company to facilitate any production needs for Studio Company, Trainee, and Community Engagement performances
- Create and maintain inventory of all existing scenery, props, and lighting equipment
- Ensure performance spaces are well maintained, and studio spaces are prepped for rehearsals, including providing or creating rehearsal props as necessary
- Facilitate all music needs for rehearsals, performances, and special events
- Work with designers, directors, and production staff to ensure that all productions are realized to the highest artistic standard, within the constraints of Oklahoma City Ballet's schedules and budget

## TECHNICAL DIRECTOR JOB DESCRIPTION – OKLAHOMA CITY BALLET

### EDUCATION AND EMPLOYMENT EXPERIENCE

- Minimum of a Bachelor's degree or equivalent experience in theatre
- Three to five years of experience in a professional or independent theatre context, experience working as a technical manager preferred
- Proficiency with Outlook, Word, Excel, PowerPoint, database software, phone, desktop and portable computers, and electronics
- Personal qualities of integrity, credibility, and dedication to Oklahoma City Ballet
- Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law

### OTHER REQUIREMENTS

- A thorough knowledge of the methods, practices, techniques, materials, tools, and equipment used in the operation of stage settings, rigging, scenery, and lighting systems
- Ability to read and produce technical drawings in Vectorworks and/or AutoCAD required
- Experience working with automated lighting controls (ETC Ion), digital sound consoles (Allen & Heath Qu-16), and Q-Lab preferred
- Working knowledge of Occupational Health and Safety Act, with specific regards to the live performance guidelines
- Ability to handle multiple tasks with accuracy and to establish and meet deadlines
- High professional standards with acute attention to detail
- Exceptional communication and collaborative skills with a demonstrated ability to lead and motivate people

### PHYSICAL DEMANDS, WORK ENVIRONMENT, AND SCHEDULE

This is a fully on-site position requiring general mobility in office and theatre environments as well as various off-site locations. Must be able to lift 50 lbs routinely. Must be able to operate computers, office equipment, and tools and building equipment. General office hours are Monday through Friday 9am to 5pm, but evenings, weekends, and travel are required. Must be present during all performances.

### BENEFITS AND COMPENSATION

The salary range for this position is \$45,000 - \$60,000, commensurate with experience. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at \$4,374.25; four weeks of paid time off and 17 paid holidays; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

### APPLY

To apply, send your resume, cover letter, and three references to [Jobs@OKCBallet.org](mailto:Jobs@OKCBallet.org). The position will remain open until filled.

### EEO STATEMENT

**Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable.**

**Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification. Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.**

**We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.**