



Title: Technical Director **Division/Department:** Facilities

Reporting To: Executive, Carolina Theatre

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

Position Summary

The Technical Director serves as the primary administrator for all technical operations at the Carolina Theatre at Belk Place. This role requires strong leadership, implementation and communication skills. Problem solving and decisiveness are vital in this position.

Duties & Responsibilities

- Oversees all back of house operations and theatrical maintenance
- Attends programming and special event walk-throughs to provide information as needed
- Oversees the ordering of all technical supplies, equipment and tools
- Review technical riders and production contracts and advise team on equipment and services requested by acts or organization.
- Provides all equipment and technical staffing estimates for programmed events
- Responsible for hiring and scheduling all technical staff and technical maintenance needs for the facility
- Oversees all technical for on-site events, directs contracted staff and works with clients to execute staff events
- Works with the IT department or contractors to ensure full functional use of all technical equipment
- Ensures that all technical equipment is operating and maintained, including all house and stage equipment, show, and non-show equipment
- Walk-throughs weekly and keeps a facilities “to do” list that prioritizes works and projects that needs attention
- Participates in load-ins, lighting hangs, sound installations and strikes when necessary
- Makes recommendations to Executive Director regarding capital purchases of technical equipment
- Responsible for ensuring safe, organized and efficient working areas backstage and in production storage areas
- Follow all safety and personnel rules and regulations
- Nightly event support
- Other duties as assigned

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Job Qualifications

- 5 – 7 years technical experience, specifically within the theatre industry
- Bachelor's Degree preferred
- Strong sense of project management and organizational skills
- Strong leadership and problem-solving skills
- Ability to delegate tasks and responsibilities as appropriate
- Comfortable learning new technology applications
- Ability to multi-task, work under pressure and maintain deadlines
- Strong communication skills with clients, employees, management, and contractors
- Ability to work flexible hours, including nights, weekends and holidays
- Ability to meet the physical demands of the job, including lifting, carrying, moving, climbing, etc.
- Must be able to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl
- Ability to perform strenuous, manual labor work over long periods of time, including, but not limited to, general lifting up to an estimated 40 - 50 pounds and loading, unloading, carrying and other heavy labor tasks at and around Foundation properties
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another.