

CAREER OPPORTUNITY

AT&T
PERFORMING
ARTS
CENTER

TITLE: ASSISTANT TECHNICAL DIRECTOR

Department: Operations

Reports to: Technical Director

Location: Dallas Arts District

Job Summary:

Under direction of the Technical Director (TD), the Assistant Technical Director will administer and maintain any items relating to theatrical stage operations within all the AT&T Performing Arts Center venues and ancillary spaces. In addition to performing the duties listed below with regards to stage operations, this position will support the overall daily operations of all the AT&T Performing Arts Center venues, as well as Center presented events off campus. General supervision of Technical Managers, and Technical Coordinators is required. Standard cross-training in different disciplines and on all control systems center-wide, as well as leading training of operations staff, will be expected and required. This position is exempt and may require an excess of 40 hours when required by management. Duties may be assigned or modified as needed by the Technical Director or Production Management.

This position is a detail-oriented, highly-organized team player with excellent interpersonal skills that works seamlessly and efficiently with AT&T Performing Arts Center staff and with end users of the facilities. Essential skills include the ability to thrive in a fast-paced, ever-changing environment while maintaining a high level of professionalism. Must be self-starter and work autonomously using independent judgement. A positive attitude towards position and the Center's Core Values is imperative.

Responsibilities include (but are not limited to):

- Operate as Crew Lead for work calls, Load ins, Strikes, maintenance, etc as scheduled.
- Administrative duties such as payroll, expense reporting, scheduling, purchasing, management of operation budgets, and day to day needs and operations of the Center (Including but not limited to: oversight of daily events and their needs, labor management, production projects, logistics, show advancement, and misc.)

- Attend Weekly Collaborative Meetings, Production Meetings, and Manager Meetings as able.
- Oversee and manage daily production operations and supervision of Technical Managers and Technical Coordinators.
- Populate and manage daily production Google notes.
- Facilitation and execution of standard show operations including Back of House / Front of House communication, run of show organization, cue calling, talent wrangling, etc. as needed.
- Act as House Technician on duty as required, supporting the use of the venues, and assisting all parties (including but not limited to: visiting companies, rental clients, third party vendors and crews) in interfacing with buildings and facility equipment in accordance with their contract, AT&T PAC policies and procedures and standard safety guidelines.
- Review rental contracts and manage use of center-wide equipment through Trello, Microsoft Teams, and production calendars. Reserve production gear as needed for events, as well as offsite rental and sales of equipment. Maintain Storage areas and implement and manage inventory control system center wide.
- Development and implementation of yearly, and semi-yearly, preventative maintenance plans and logistics.
- Participate in Wyly facility changeovers, including changeover planning, checklists, and advancement.
- Creation and maintaining of working building drawings in AutoCAD and VectorWorks.
- Perform other duties and continuing education in varied areas as assigned.
- Interface with clients in regards to building code and fire code for all set ups etc.
- Implementation and administration of OSHA and standard theatrical safety practices in all venues. Reporting of any unsafe working conditions or practices to management.

Portions of the AT&T Performing Arts Center utilize organized labor. A thorough understanding of jurisdiction and collective bargaining agreements is required to perform job duties.

Qualifications:

Ideally requires 3-5 years progressive experience in theatrical operations and maintenance. Bachelor's Degree in Performing Arts, Arts Management or equivalent experience. CAD experience a plus. ETCP (or equivalent) and/or eSET certification a plus.

- Experience and basic working knowledge in lighting, sound, and other control systems.
- Knowledgeable in multiple types of theatrical hardware and equipment.

- Experience in maintenance, basic repair, and troubleshooting of lighting, sound, and carpentry rigging equipment.
- Excellent understanding of all aspects of live entertainment.
- Competence to learn proprietary control systems and mechanics of unique equipment.
- Skill in providing exceptional customer service including assessing customer needs, meeting quality standards for service, and evaluation of customer satisfaction.
- Excellent communication skills between all areas of production, customers and the public.
- Ability to read, draw and interpret site diagrams, location maps, plots etc.
- Ability to operate and maintain personnel lifts.
- Capable of working at elevated heights, 90' and over. Able to lift over 50 pounds.
- Appropriate appearance and dress required at all times.
- Available to work frequent long and varied hours including nights, weekends and some holidays.
- Available to be contacted for technical assistance in case of emergencies as possible.

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For immediate consideration, send cover letter, resume and salary requirements.

By Email: careers@attpac.org
By Mail: Human Resources
AT&T Performing Arts Center
700 North Pearl Street, Suite N1800
Dallas, TX 75201

ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs a 10-acre campus comprised of three premier performance venues and a park in downtown Dallas. Audiences enjoy the best and most recent from Broadway; the finest dance companies from across the globe co-presented with TITAS Presents; and top concerts, performers and cutting-edge speakers. Thousands of students explore and more deeply experience the arts through the Center's education program, Open Stages. The Center also offers free programming for audiences from every part of the community.

The Center's mission is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs. **The Center's culture** is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

Achievement Focused - Committed to the advancement and cultivation of the Performing Arts in Dallas

Community Minded – Actively fostering and participating in meaningful community interactions

Customer Service Driven – Dedicated to the service of internal and external constituents so that all want to return

Flexible – Willing to change to achieve results

The Center's five resident companies are among the city's leading arts institutions: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

Designed by internationally acclaimed architects, the Center's campus includes the Margot and Bill Winspear Opera House, Dee and Charles Wyly Theatre, Annette Strauss Square, and Elaine D. and Charles A. Sammons Park are some of the finest performance venues in the world.