



## **Job Description: Technical Director**

**Updated: 3-7-18**

**SUMMARY:** The Egyptian Theatre in DeKalb, Illinois, seeks an energetic, passionate, and experienced technical director. This position will include, but not limited to, event set-up, supervision of events/building, operation of equipment for events, take down and cleanup for both internal and external events. The historic Egyptian Theatre has never had air-conditioning since it opened in 1929. As a result, there is very little to no programming during the summer months. For now, this position would most likely be a 9-10 month position a year with summer months off. There are plans in place for that to change within the next two years and have the theatre open year round.

The Egyptian Theatre has experienced tremendous growth in the last 12 months. That growth is projected to continue. Host to 25+ national touring acts a year, over 30 community organizations events, 40,000 patrons a year and over 180 events. Events are comprised of live events, movies, and private events.

The Egyptian Theatre is owned and operated by the 501(c)(3) non-profit organization Preservation of Egyptian Theatre, Inc.

**Mission Statement:** To share and protect the historical integrity of the theatre as a regional arts center for entertainment and community involvement.

**Vision Statement:** The historic Egyptian Theatre is recognized as a center for the arts and entertainment in the region, enriching the community culturally and economically. The Theatre is a beloved gathering place and source of pride, providing programming and excitement now and for future generations.

### **Essential Duties and Responsibilities:**

- Work all load-in's, rehearsals, shows, and load-outs.
- On-site theatre representative and in charge of building supervision for all load-in's, rehearsals, and load outs.
- Meticulously tracks renter's hours and facility use. Inspects all equipment and venue assets after events and immediately reports any and all damage to Executive Director.
- Primary venue contact for event production crew regarding technical requirements.
- Be a positive and friendly representative for the Egyptian Theatre; exceed expectations.
- Advance all shows technical requirements and facility needs with artist, renter, or promoter.
- Set-up lighting, sound, video, rigging, and other items as needed for theatre events.

- Coordinate with rental events on sets, lights, sound, props, costume delivery and set-up; oversee the installation and set-up.
- Coordinate and schedule stagehands and production crew as needed for events. Grow and maintain a database of qualified technical volunteers and independent contractors.
- Keep theatre, stage, tech booth and associated areas in clean working condition.
- Responsible for the general maintenance of all technical, backstage and dressing room areas.
- Maintains theatre stage equipment including lighting instruments, rigging, video/projection, sound equipment, lighting and sound consoles, etc.
- Maintains & orders inventories of all stage equipment and stage productions supplies.
- Responsible for enforcing house rules and monitoring the building when occupied.
- Maintain a high level of safety for you and all those using the Theatre. Continuously review and recommend changes in policies or house rules.
- Communicate with Executive Director to address maintenance and repairs that require outside contractors.
- Communicate and work with theatre custodian to maintain a safe and clean Theatre.
- Assist in emergency situations following venue procedures and plans.
- Actively participate in the ongoing growth and positive image of the Egyptian Theatre.
- Other duties as assigned.

**Desired Qualities:**

Previous technical experience in theatre or entertainment industry.

Independent worker that has strong self-motivation.

Excellent organizational and time management skills with the ability to prioritize and handle multiple, simultaneous tasks; finish projects on time.

Ability to work independently and collaboratively in a team.

Sets and meets high standards.

Strong leadership skills.

Demonstrated passion for the arts.

Experience working for or with a non-profit organization.

A willingness to work evenings & weekends.

Skills in working with volunteers.

Maintain good general health, fitness, and hygiene.

Proficient knowledge of Mac and PC computers.

Positive attitude, ability to remain calm and respond confidently and promptly to stressful situations, ability to adapt in a rapidly changing environment, capacity to solve problems with diplomacy and tact; ability in creative thinking about challenges, have sound judgment, comfortable in dealing with a variety of personality types and situations.

**Physical Demands:**

Be capable of lifting 50 lbs or more.

Comfortable with heights and ability to climb ladders.

Must have the ability to work a flexible schedule, including evenings, weekends, and holidays. Hours will be scheduled based on event schedule.

Position reports to the Executive Director.

**Required Attire:**

Closed toe shoes must be worn at all times.

Independent work hours may be casual attire.

Any hours with renters or public should be jeans or shorts with polo or button up shirt.

All events and performances must be dress pants (black or khaki) and a tucked in black polo or dress shirt (short or long sleeved) with appropriate shoes.

Staff credentials must be worn at all times when in the building with any other people.

Must keep a radio on at all time when in the building to communicate with other staff.

**Compensation:**

Starting hourly wage \$12-\$15/hr depending on experience.

Overtime eligible.

Cell phone plan or reimbursement.

**To Apply:**

Submit a cover letter and resume to:

Alex Nerad – Executive Director

[alex@egyptiantheatre.org](mailto:alex@egyptiantheatre.org)

or

Egyptian Theatre

135 N. 2<sup>nd</sup> Street

DeKalb, IL 60115