



## Job Description

### TECHNICAL DIRECTOR

**Description:** The Wortham Center for the Performing Arts, a 501(c)3 nonprofit, is an active, 500-seat venue in the heart of downtown Asheville, N.C. Serving 55,000 people each season, the Wortham Center presents a series of critically acclaimed touring artists in dance, theatre and music, an education series for students, teachers and families, and is the home venue for more than 40 local organizations that rent the theatre each season.

Following the completion of a \$3.2 million dollar Capital Campaign, the **Diana Wortham Theatre** added the **Tina McGuire Theatre** (100 seats) and the **Henry LaBrun Studio** (mixed use), transforming into the **Wortham Center for the Performing Arts** — increasing programming, access, and venue availability for residents and visitors to Western North Carolina.

The **Technical Director** is the department head, managing all backstage staff and functions for the Wortham Center for the Performing Arts. The Technical Director supports all events hosted at the venues, which include Diana Wortham Theatre, Tina McGuire Theatre, and Henry LaBrun Studio.

Responsibilities include managing, training and growing back of house staff, ensuring excellent production standards and results for events, maintaining safety protocols and procedures and overseeing capital and facility-related projects.

This role advances the organization in maintaining the highest level of services and support for artist, agency, venue and client services. The Technical Director will benefit from a working knowledge of techniques, methods and procedures to support a diverse array of clients and performing arts genres, human resources and strong leadership skills.

#### **The Technical Director:**

- Must be passionate about the arts and dedicated to advancing the field.
- Leads a staff of 2 full-time and 40 part-time employees.
- Maintains backstage and all technical spaces in a safe, organized, and clean state.
- Orients clients and staff to safety, technical characteristics, and facility operations.
- Participates in load-ins, lighting hangs, sound installations, rehearsals, performances/events and strikes when necessary.
- Manages the departmental budget.
- Performs other duties as assigned.

#### **Position Requirements:**

- Bachelor's or Master's degree in technical theatre or production preferred
- A minimum of five years of experience in a lead management role in technical operations at a performance venue.
- Must have a valid driver's license.

**The Technical Director is expected to:**

- Possess knowledge of current trends in sound, staging, lighting and other audiovisual equipment, and understand the maintenance of technical production equipment.
- Effectively read blue line prints of the facility and of light, sound, and staging production drawings.
- Have computer skills, including knowledge of Microsoft Word, Excel, and other applicable and industry standard software.
- Have proven experience managing departmental budgets.
- Train, manage, and direct others to achieve maximum efficiency.
- Demonstrate excellent supervision and organizational abilities.
- Keep up with current trends, research, and development in the areas of assignment.
- Establish and maintain cooperative-working relationships with others in the industry.
- Demonstrate exceptional communication skills and professional behavior, even in stressful and/or demanding situations.
- Maintain productive, cooperative relationships with those contacted in the course of work including artists, agents, clients, donors, volunteers, vendors, interns, staff, and the general regional community.
- Understand and follow oral and written instructions.
- Maintain effective audio-visual discrimination and perception.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include but is not limited to walking, standing, or sitting for extended periods of time; lifting, stooping, climbing, bending, and carrying heavy materials; operating assigned equipment; and managing varied tasks simultaneously.
- Work a variable schedule including nights and weekends.
- Communicate clearly both orally and in writing.
- Prepare clear and concise reports.
- Maintain accurate records.
- Perform mathematic computations.

This position will remain open until filled. Wortham Center for the Performing Arts offers a competitive salary and excellent benefits such as health, dental, life insurance, parking, vacation, and sick pay.

**Application:**

Submit a cover letter, current resume and references to [rae@worthamarts.org](mailto:rae@worthamarts.org). Please use "Technical Director" as the subject line. No calls or drop-ins. The successful candidate for this position will be subject to a comprehensive pre-employment background check, including but not limited to social security verification, education verification, national criminal background checks, motor vehicle checks, PATCH, FBI fingerprinting, Child Abuse Clearance and credit history based upon the requirements of the position.

Wortham Center for the Performing Arts is an equal opportunity employer and does not discriminate based on race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks.

Wortham Center is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply.