

## Technical Director

*The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Technical Director to support the Director, Production.*

FLSA Status: Full-time, Exempt

### **About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County**

Set in the heart of downtown Miami and designed by world-renowned architect Cesar Pelli, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is one of the world's leading performing arts organizations and venues. Spotlighting legends and serving as a launch pad for local artists to make their mark on the international stage, the Center presents nearly 500 events each year across its eight flexible, state-of-the-art performance spaces. The Center programs 12 signature series, including the largest jazz series in South Florida, the biggest flamenco festival on the East Coast, and a robust program of new theatrical works as well as free programming for the community and an arts education program that serves nearly 30,000 children each year. Since opening in 2006, the Arsht Center, a 501C3 non-profit organization, has emerged as a leader in presenting innovative programming that mirrors South Florida's diversity as well as a catalyst for billions of dollars in new development in the downtown area. The Center includes the 2,200-seat Knight Concert Hall, the 2,400-seat Ziff Ballet Opera House, a 200-seat flexible space Carnival Studio Theater, and the 57,000-square-foot central Thomson Plaza for the Arts outdoor performance space.

The Adrienne Arsht Center is proud to be home to three artistic resident partners:

- Florida Grand Opera: formed in 1994 by the merger of Greater Miami Opera and The Opera Guild Inc. of Fort Lauderdale FGO stands as one of the oldest performing arts organizations in Florida. It combines a rich history of presenting internationally-acclaimed artists, lesser known operas by great composers as well as commissions of works of living composers.
- Miami City Ballet: is among the largest ballet companies in the country. Since 1986, MCB has toured more than 100 U.S. cities, Europe, Great Britain, South America, Central America, and Israel. MCB currently performs in four counties in Florida with an active repertoire of 98 ballets.
- New World Symphony, America's Orchestral Academy: prepares graduates for leadership position in orchestras and ensembles around the world. Since its inaugural concert in 1988 NWS has performed around the globe.

## **Basic Function**

Reporting to the Director, Production, the Technical Directors are responsible for budgeting projects (i.e. live performances events, festivals), advancing upcoming performances and directing the technical staff in activities associated with the execution of performances presented at or by the Center; both on and off site. These include performances in a variety of disciplines and art forms. The Technical Directors also oversee the maintenance of the equipment and facilities within all stages. They are directly responsible for the supervision of union/non-union technical crews while upholding highest production standards for all events at the Center, serving as the liaison between the Centers and visiting companies. Success in this position relies on great organizational skills, the ability to multitask on numerous projects simultaneously, strong leadership qualities and superior grace under pressure. Ability to work as a team with the technical, production and administrative staff is essential.

The Technical Director will be a “hands on” and deeply involved leader who prides him/herself on maintaining the highest quality standards in services and production value for all events. This is a highly collaborative environment that is results driven by strategic thinking, goal-oriented action, follow through and open communication.

Key factors contributing to the success of the Technical Director will be the ability to collaborate with all facets associated with the company’s operations including Programming, Engineering, Security, Housekeeping and Development/Advancement teams. In achieving its objectives the Director will consistently review the current support infrastructure to ensure it has the tools to respond quickly, effectively, creatively and contextually to long term strategic goals, short term operating needs and to key stake holder’s interests and opportunities.

## **Responsibilities**

Counted among the responsibilities of the Technical Director will be to:

- Work with Programming Directors and outside renters to explore feasibility and cost of proposed project, budget, develop and execute assigned projects.
- Liaise with outside presenters and touring companies to insure smooth and efficient load-ins rehearsals, performances and load-outs.
- Communicate production needs to House Department heads in advance to anticipate and address challenges.
- Prepare for all aspects of an incoming event/performance. (i.e. equipment rental, permits, scheduling services, labor requests)
- Review Stagehand timesheets and track production costs for settlement. Evaluate stagehand labor; correct and/or report substandard performance.
- Maintain highest quality standards in services and production value for all events.

- Serve as primary building contact for visiting companies as it relates to their production's use of facilities.
- Monitor the condition of equipment and systems as they relate to production; initiates corrective action if possible or report needed assistance if action is beyond the scope of the position.
- Be present, or arrange to have appropriate Center staff present, at any time the Center or its equipment is in use.
- Enforces all Center policies, rules and regulations with regard to technical/production operations.
- Attend weekly operations and production meetings to disseminate pertinent information to staff discussing challenges with upcoming performances.
- Supervise and evaluate users of the Center from a technical standpoint.
- Maintain inventory of production consumables and budget replacement items within production/technical budgets.
- Undertakes special assignments and projects as directed.

### **Ideal Experience**

- Theatre Production or related degree preferable. Minimum 3-5 years of experience in a production related supervisory position. A developed understanding and experience of standard practices in the performing arts and event production.
- Knowledge of all disciplines of theater production and equipment: to include sound, lights and staging.
- Strong management skills and extensive experience in effectively supervising subordinates.
- Possess strong writing, and presentation skills.
- Proven record of accomplishment.
- Strong interpersonal skills.
- Ability to effectively multi-task.
- Able to work well with a variety of personalities and maintain a positive attitude even in highly stressful, time sensitive situations.
- Advanced computer skills including knowledge of MS Professional Office and Outlook.
- Fluency in a foreign language.
- Experience with AutoCAD, Vector Works highly desirable.
- Experience with corporate event production valued.
- Understanding of collaborative, team-oriented leadership style.
- Ability to think strategically about all aspects associated with the image of the Center, including Resident Companies, outside individuals and institutions.

### **Personal Characteristics**

The Technical Director should be:

- Action-oriented; a doer
- Affable, easy to get to know
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals

### **Physical Demands**

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 50 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

### **Suggestions for candidates and expressions of interest should be addressed to:**

Technical Director  
The Adrienne Arsht Center  
1300 Biscayne Boulevard  
Miami, FL 33132  
Attention: Trish Brennan, Vice President, Human Resources

Email: [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), with Technical Director search in the title line.

**The Adrienne Arsht Center is an Equal Opportunity Employer**