



Chicago

GENERAL INFORMATION

Position Title: Technical Director

Pay Status: Exempt Non-Exempt

Job Status: Part-time Full-Time

Reports To: Production Stage Manager

Employer: TZ Chicago LLC

Start Date: April 15th, 2019

POSITION SUMMARY:

The Technical Director has the responsibility for the technical operations of the tent, including lighting, rigging, and sound, set construction, and coordinating necessary tent maintenance. The position begins during construction of the new venue so oversight of installation is involved.

SHOW SUMMARY:

Teatro ZinZanni Chicago presents a full evening of entertainment, combining cirque artists, European cabaret, contortionists, jugglers and illusionists with live music and a gourmet multi-course meal. Set in an antique jewel box tent imported from Belgium, our newest show will open in July 2019.

ESSENTIAL FUNCTIONS

Responsibilities and Duties:

- Operates, maintains and safeguards the technical assets of the theatre, including supervising the use of lighting, rigging, sound, communications equipment, and the use and maintenance of stage facilities.
- Schedules the necessary technical support necessary for all events and performances presented at the facility and acts as the technical point of contact for all incoming events
- Monitors the condition of equipment including lighting, sound, shop equipment and rigging equipment; arranges for the repair and replacement within budgetary constraints; directs or performs preventative maintenance on equipment.
- Trains new BSM positions on basics of winch operation
- Manages artist technical needs and requirements.
- Creates plan, trains and directs all staff in life safety issues related to specific equipment and the general facility.
- Researches all ongoing purchases for technical equipment and advises on price and feasibility.
- Oversees and assists throughout tech weeks and load-in/out process
- Turns sketches into technical drawings

Budget Management

- Develops annual department budget with PSM
- Monitors department spending on a monthly basis for specific line items with PSM

General

- Fields and manages special projects as needed.
- Maintains relationships with all outside technical vendors
- Ability to supervise labor
- Provide technical support for any incoming artists through consulting and advancing events as needed.
- Supervises and assists with set and stage construction and management.
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Show Responsibilities:

- Show and operational notes are taken and managed as needed as well as repairs.
- Supervise the overall level of technical support for the show and give input to make sure the show is working.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- Must perform in a professional manner at all times, maintaining a positive attitude and providing positive public relations
- Ability to read and create technical drawings
- Accountable. Able to be present and on time for meetings, rehearsal and show calls.
- Able to provide timely completion of duties: meet deadlines. Knows when to issue request for assistance
- Ability to work and communicate well with all types of staff utilizing voicemail, email, computers, and copiers.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Considerable ability to establish and maintain effective working relationships with individuals and groups of various cultural and socioeconomic backgrounds.
- Respectful of the rights of others

KNOWLEDGE, SKILLS, AND ABILITIES:

- At least five years prior experience as Technical Director or Master
- Strong leadership and creative abilities.
- Knowledge of operation and maintenance of state-of-the-art theatrical equipment and systems
- Knowledge of theatrical rigging essential
- Knowledge of basic theater design, acoustics, and production needs
- Knowledge of modern office procedures, software, methods and computer equipment, design software, Vector works, Google docs
- Interpersonal skills, negotiating and contracting abilities
- Time management and organizational skills
- Skills to communicate and provide superior customer service
- Skills to manage and coordinate the work of labor or staff needs
- Ability to communicate effectively and diplomatically to convey information clearly and concisely to the public and to performers
- Ability to establish and maintain effective working relationships
- Technical drawing experience in either CAD or Vector works

WORKING SCHEDULE/ENVIRONMENT

Works in a theatrical environment. Position may require travel to Seattle. Generally works a five-day, forty-hour week, shifts may include early mornings and/or late evenings. Additional hours may be required. Must work all hours needed for the safe running of the show.

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How to apply:

Please send a cover letter and resume in PDF format to: production-jobs@zinzanni.com
Please title the email: "TZ Chicago Technical Director - Last name, First name"