

HERE Technical Director – Full-Time Position 2017

HERE, the downtown performing arts center that is a home for artists through commissions, developmental activities, fully produced works, national and international presentations, and subsidized performance and rehearsal space, seeks a Technical Director. The Technical Director is half of a full-time, two-person Production Department, which is run by the Production Manager. As needed, there is over-hire who reports to both the TD and PM. The Technical Director is directly supervised by the General Manager, and reports to the Artistic and Producing Directors.

Duties include:

Specific responsibility and oversight for organizing and maintaining HERE's two theatres: Mainstage and Dorothy B. Williams Theatre (DOT), public spaces, art gallery, and performer spaces (dressing rooms and rest rooms); handles regular maintenance of all lighting, video and sound equipment; manages HERE's production interns to keep on top of all maintenance in a consistent fashion

Works with HERE's Resident Artists and their creative teams to plan, keep in budget, and produce their work in one of the theatres; provides technical advice and acts as a resource to artists; works with and supervises specific department crew heads as needed per show for their load-ins and strikes, handles show run maintenance, supervises all activities in the theatre, and acts as liaison and point-person for their needs and problems.

In conjunction with Production Manager, works with outside SubletSeries@HERE Curated Rentals and Visiting Artists to coordinate their needs in advance, ascertain and coordinate their rentals, supervise their load-ins, strikes, and all activities in the theatres, and act as liaison and point-person for their needs and problems while in the theatres

With the Production Manager, provides crew information and staffing suggestions, as needed.

Creates and maintains inventory of equipment, create system for checking equipment in and out, create and maintain calendar for equipment, and lead maintenance, handles distribution of gear between spaces as needed, cleanliness and orderliness of tech closets and other equipment storage spaces

Assists in set-up and strike for HERE events, and as needed, runs lights, sound and/or video for specific HERE events; works with Production Manager to install gallery video and sound installations, and prepares walls for each gallery show

With Production Manager, oversees HERE's off-site rehearsal space and maintenance of equipment. Works with Production Manager and General Manager to oversee facility maintenance systems. Maintain all facilities systems.

Conducts ongoing evaluations of Production Department systems, organization, policies and procedures with Production Manager, and maintains safety standards throughout HERE's spaces.

Creates and updates ground plans for the spaces and equipment inventory lists, for use by incoming artists and designers.

Must be a NYC fireguard, or be prepared to study for and take the NYC fireguard exam.

Requirements:

Two to three years' experience in a technical capacity in a producing theatre environment. Applicants should possess a general all-around knowledge of non-profit technical theatre, preferably with some aptitude and interest in lighting, audio, video, and carpentry. Applicants should have experience with facilities systems maintenance. Applicants should have computer proficiency in MS/GoogleDrive Word and Excel, and preferably knowledge of Vectorworks.

To apply:

Please send your cover letter and resume to jobs@here.org and include your last name and the position title in the subject line: for example, "Jones – Technical Director." Include your cover letter and resume as attachments titled "YourNameLetter" and "YourNameResume." Please include the following in your cover letter:

1. A description of a collaborative grant submission process in which you participated;
2. An explanation of your interest in working at HERE; and
3. A brief statement on your professional aspirations for the coming years.

HERE seeks to hire staff that reflects the diversity of the city in which we live. All positions at HERE are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

About HERE

HERE builds a community that nurtures career artists as they create innovative hybrid live performance in theatre, dance, music, puppetry, media and visual art. Our artist residencies support the singular vision of the lead artist through commissions, long-term development, and production support. HERE's programs and performances promote relationships among local, national, and international artists. Our space is a destination for audiences who are passionate about ground-breaking contemporary work and the creative process behind it.

Since 1993, HERE has been one of New York's most prolific producing organizations, and today, it stands at the forefront of the city's presenters of daring new hybrid art. HERE supports multidisciplinary work that does not fit into a conventional programming agenda. Our aesthetic represents the independent, the innovative, and the experimental: HERE has developed such acclaimed works as Eve Ensler's *The Vagina Monologues*; Basil Twist's *Symphonie Fantastique*; Basil Twist and Joey Arias' *Arias with a Twist*; Hazelle Goodman's *On Edge*; Young Jean Lee's *Songs of The Dragons Flying To Heaven*; Trey Lyford & Geoff Sobelle's *all wear bowlers*; Faye Driscoll's *837 Venice Boulevard*; Taylor Mac's *The Lily's Revenge* and original musical and dance works created and directed by HERE Co-Founder and Artistic Director Kristin Marting.

The New York Times has called HERE “one of the most unusual arts spaces in New York and possibly the model for the cutting-edge arts spaces of tomorrow.” Indeed, HERE has become successful at creating a new kind of arts enterprise—the collaborative multi-arts center. In 22 years, we’ve supported over 14,000 artists and attracted over 950,000 arts patrons. We aim to integrate art into daily life and engage our community’s needs and interests on as many different levels as possible in order to ensure our regular presence in their lives.

HERE supports the work of artists at all stages in their careers through fully-produced works, commissions and subsidized performance and rehearsal space. In addition, HERE’s staff provides marketing, technical and administrative support. All work at HERE is curated based on the strength and uniqueness of the artist’s vision.

Over the last 25 years, HERE and the work presented HERE have garnered 1 Pulitzer Prize, 16 OBIE awards, two OBIE grants for artistic achievement, a 2006 Edwin Booth Award (“for Outstanding Contribution to NY Theatre”) from the CUNY Graduate Center, five Drama Desk nominations, two Berrilla Kerr Awards, four NY Innovative Theatre Awards and a Pulitzer Prize nomination. We believe that our multidisciplinary approach is the way to engage the audiences of tomorrow, ensuring a healthy and productive future for the performing arts field at large.