



Cain Center for the Arts

## **Job Description – Technical Director**

Cain Center for the Arts in Cornelius, NC is seeking a Technical Director to help us fulfill the organization's mission of providing exceptional visual arts, performing arts, and social experiences to the Lake Norman Region. This role will oversee the day-to-day and long term facility operations as well as the successful execution of technical needs surrounding the programs of the organization and its two facilities. This includes overseeing the execution of all technical contracted deliverables during use of Cain Center for the Arts and Cornelius Arts Center including concerts, theatrical performances, dance performances, private rental, class use, outdoor programs, and all other programs that may occur. This role will also oversee all facility needs including maintenance needs, contracts, and CIP planning.

Please note: This position may require significant work time during evenings, weekends, and some holidays.

The Technical Director will report directly to the Cain Center for the Arts Director of Operations.

Start date of employment: Negotiable, July 1, 2022

## **Principal Accountabilities**

- In conjunction with Executive Director and Director of Operations, develop production budgets by reviewing technical riders and planning needed production staff
- Overseeing 2 facilities
  - New Cain Center for the Arts - ~32,000 sq ft Arts and Community Center with 400 seat Proscenium Theater, Dance Studio, Multi-use Classrooms, Backstage Space,
  - Cornelius Arts Center - ~9000 sq ft community arts space with ceramics studio, gallery, and classrooms
- Recruiting, hiring, assigning and managing technical staff
- Help advance the production requirements for Cain Center events
- Ensure proper equipment, technologies, and training for the technical aspects of facilities including sound, lighting, stage, projection, and other equipment and systems.
- Ensure adequate theater and backstage equipment inventory and consumables
- Work with touring acts to creatively solve all technical challenges and realize designs on time and on budget
- Take direct responsibility for the safety of all theater-related entities, including but not limited to: approved safety practices and protocols and maintenance and cleaning of all production-related equipment when necessary.

- Consult on the scheduling of all theater spaces and technical areas
- Assist in scheduling, staffing, and budgeting for all events and facility uses
- Attend executive and lead department meetings
- Utilizes special knowledge of artistic and technical matters to manage the long-range planning process and to work with the Executive Director on strategic planning and related initiatives related to facility and specialty technology needs.
- Works with Executive Director and Director of Operations to develop and administer the annual budget for facilities
- Works with Facilities Committee and Leadership Team to develop CIP plan for the center
- Manages relationships with facility and maintenance-oriented vendors including janitorial, pest control, HVAC, and others.
- Fully participates in Board meetings, Leadership Team, and Full Staff Meetings, supporting colleagues by offering information and assisting with appropriate projects and initiatives.
- Establishes and maintains effective working relationships with client representatives, departments, agencies, and contractors to encourage continued regular use of the venue.
- Communicates expectations, offers support, and effectively delivers regular and objective feedback to staff. Models behavior that promotes and energizes a fast-paced, cohesive, and high-functioning working team in a rapidly changing environment.
- Effectively delegates work to staff, assuring assignments reflect the priorities of the Association.
- Serves as an ardent and loyal advocate for Cain Center for the Arts throughout the organization, the community, and the performing/visual arts world.
- Other duties as required

### **Qualifications**

- Working knowledge of techniques and methods of stage, lighting, sound and communications design, installation, and preparation for theatrical/concert/etc performances
- Ability to design, operate and maintain technical lighting, sound equipment, and systems
- Knowledge of electronics, stage equipment, rigging, and audio-visual media
- Knowledge of computerized and manual stage lighting control systems
- Ability to provide technical guidance and input into the technical operations of a performing arts center
- Excellent project management skills. Ability to drive a project from initial vision to completion.
- Attention to detail
- Strong listening skills
- Knowledge in non-profit, and/or performing arts operations

- Ability to create processes and SOPs that do not yet exist
- Ability to be a true team leader – encouraging development and insight of teams while continuing to drive the team toward the goals established.
- Skill and experience in execution of artistic contract technical riders
- Skill in planning, coordinating and directing varied and complex operations.
- Excellent skills in oral and written communications.
- Ability to maintain excellent working relationship with diverse work groups to include, artists, contractors, local businesses and business groups, art groups, government agencies, universities, the community, schools, the media and art organizations, employees, officials, and general public.
- Ability to work independently, exercising judgment and initiative.
- Ability to work under difficult schedules and pressure and produce accurate results.
- Ability to remain flexible and adjust to situations as they occur
- Regularly solves problems and completes complex projects at the highest level of excellence and on a timely basis.
- Manages discretion in the treatment of sensitive and/or confidential information.
- Effectively demonstrates a consistent and sustained commitment to prudent fiscal practices through the active pursuit of the elimination of waste from every process
- Experience with budget creation and management including planning, budgeting, financial tracking, contract management, and schedule tracking is desired.
- A commitment to the idea that all staff members contribute to a culture of fundraising/philanthropy
- A commitment to continuing the development of our company culture and values
- Commitment to integrating excellent customer service concepts into all operations
- Proficiency in Microsoft Suite – PowerPoint, Excel, Word, Outlook, Teams

### **Desirable Training and Experience**

Bachelor's degree from a four-year accredited college or university in Theater/Technical Theater or minimum of five years progressively responsible experience in technical/audiovisual management of arts, arena, convention, trade or conference centers. Experience required in theater technical and facility operations, supervising personnel, and contract negotiation/execution. Equivalent combination of education and experience will be considered. Possession of or ability to readily obtain a valid driver's license is required.

Occasional lifting of 50lbs or greater

Outdoor and indoor work

### **FLSA Status/Classification:**

The Technical Director is a Full-Time Exempt Employee

### **Compensation & Benefits:**

- \$50,000 - \$60,000 / annual
- Benefits include PTO, Medical

**Application will be open until position is filled**

**Cain Center for the Arts is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.**

**To Apply:** *Please send resume and cover letter to Executive Director, Justin Dionne at [jdionne@cainarts.org](mailto:jdionne@cainarts.org). List Technical Director and your name in the subject line: example Director of Operations – John Smith.*

### **About Cain Center for the Arts**

Cain Center for the Arts is a non-profit organization committed to providing exceptional visual arts, performing arts, and social experiences to the Lake Norman Region. The project was conceptualized in 2013, construction began in May of 2021, and the organization projects opening the doors of the new regional center in January of 2023. More than just a building, Cain Center for the Arts is a true start-up organization built around the values of Inspiration, Community, Entertainment, and Education. For more information, please visit [cainarts.org](http://cainarts.org).