

Technical Director, Center for the Arts
University at Buffalo, The State University of New York

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Posted Mar. 1, 2024, set to expire Aug. 4, 2024

Job Title	Technical Director, Center for the Arts
Department	Center for the Arts
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Arts/Museum/Theater
Job Website	https://www.ubjobs.buffalo.edu/postings/48813
Apply By Email	
Job Description	

Position Summary

The [Center for the Arts](#) in the [College of Arts and Sciences](#) is seeking a **Technical Director**.

The Technical Director plays a crucial role in providing production oversight for the Center's five public venues, collaborating with a diverse range of stakeholders for the seamless execution of high-quality performances such as music acts, comedy shows, theatrical productions, dance concerts, as well as speakers, ceremonies, and special events.

As a key collaborator within the production team, the role involves leading and supervising a team of six professional staff members, interacting with national touring groups, university departments including Theatre and Dance, and community entities. Duties include facilitating professional events, enforcing university and industry policies and procedures, overseeing theatrical venues' systems and

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equipment, ensuring venue safety and compliance, and providing technical oversight and coordination for performances and events.

As the Technical Director you will:

- Supervise event technical arrangements and coordinate the production of performances and events.
- Establish and enforce safety procedures and guidelines for venues, overseeing safety checks and emergency protocols, as well as facilitating emergency and evacuation procedures.
- Directly supervise, manage and schedule production staff members, including the staff Production Manager, Head Electricians, Head Carpenter, Audio Engineer, and Audio-Visual Technician. This includes the assignment of roles, duties, and schedules in collaboration with the Production Manager's advance.
- Maintain, and enhance theatrical venues and technology for seamless event operations.
- Lead planning, scheduling and execution of technical equipment maintenance, repair, improvement projects, and related budget management; work on projects pertaining to the operation, maintenance, and upgrade of CFA theatrical technical systems and supervise inventories.
- Coordinate and allocate technical resources efficiently, including equipment, personnel, and facilities, to support diverse performances, events, and academic learning outcomes.
- Production Manage events, coordinating the technical and production aspects during load-ins, load-outs, rehearsals, and performances and ensure that emergency policies and procedures are followed.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research,

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creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's Degree.
- Minimum three years of professional technical direction or equivalent experience in presenting theatrical, corporate, or music events.
- Advanced demonstrated knowledge of technical theater or entertainment production, including operation, configuration, programming, and troubleshooting of audio, lighting, rigging, staging, and video projection systems.
- Knowledge of the fundamentals of technical theater and live event production, along with current safe practices in the entertainment field.
- Expertise with industry-standard software and equipment.
- Demonstrated strength in communication, organization, supervision, interpersonal and project management skills, and the ability to provide effective situational leadership.
- Commitment to fostering a collaborative and inclusive environment, with a dedication to customer service.

Preferred Qualifications

- Master's degree
- Degree in Technical Theater, Production Management, or a related field.
- Five years' experience in a multiple performance space or university environment leading both professional and student crews.
- Complete OSHA-30/General entertainment safety training
- Video production or streaming knowledge
- Experience in creating and training staff and students on fall protection, lockout/tagout procedures, MEWP's
- Advanced theatrical sound & lighting networking experience, using Dante (audio) & sACN (lighting)
- ETCP certification
- Experience with QLab and implementing show control between systems
- Experience drafting in Vectorworks

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Physical Demands

- Must be able to lift 50 pounds and be able to work long production shifts.
- Incumbent's time must be flexible as hours include days, nights, weekends and long production shifts.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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