



<b>Job title:</b>	<i>Associate Technical Director</i>
<b>Reports to:</b>	<i>Director of Production &amp; Technical Director</i>
<b>Salary:</b>	<i>This position is full-time, exempt, with evening and weekend hours. Salary range is \$55,000 to \$65,000, plus benefits</i>
<b>Works closely with:</b>	<i>General Director &amp; CEO, Butler Performance Center Manager, Associate Director of Artistic Operations, Company Manager, Director of Business Operations, Business Operations Manager</i>
<b>Oversees:</b>	<i>Stage Crew</i>

## Job Summary

The Associate Technical Director reports to the Director of Production & Technical Director and manages various production operations at Austin Opera. The Associate Technical Director is responsible for technical operations of the rehearsal & performance venue at the new Butler Performance Center. This position also oversees technical schedules and manages payroll for the stage crew.

This position is ideal for an experienced stage technician who is highly organized, detail-oriented, and thrives in a fast-paced, collaborative environment.

## Duties and responsibilities include, but are not limited to:

In collaboration with the Director of Production & Technical Director, the Associate Technical Director will:

### Austin Opera Productions

- Assist in the creation of technical schedule & crew requirements for all Austin Opera productions
- Create technical drawings of productions and venues
- Monitor IATSE relationship and serve as an additional point of contact for IA members
- Assist with the creation and communication of production schedules with the Austin Opera staff
- Partner with the Director of Production & Technical Director to supervise stage crew departments in the theatre, ensuring adherence to IATSE rules and practices
- Ensure compliance with laws and regulations regarding licensing, permits, certificates, training/safety protocols, and relevant documentation for technical and production aspects of performances
- Research competitive pricing for technical operations, purchases, equipment/technology advances, shipping/trucking needs, and rental fees, including shipping and support personnel

### Rehearsal & Performance Venue

- Serve as the Technical Lead for all shows performed and booked at the Butler Performance Center
- Serve as a key team member in the final design phases of the theater, overseeing final installation of technical equipment and becoming an expert user

- Partner with the Butler Performance Center Manager to manage rentals of the theater, ensuring outside renters use the space and equipment in alignment with theater policies and procedures.
- Ensure equipment required for rentals is available and ready for use and provide support and training to renters on the proper use of Austin Opera equipment
- Ensure the maintenance of the Butler Performance Center theater space and technical equipment, overseeing repairs regular schedule maintenance
- Assess and suggest venue upgrades

#### **Technical**

- Partner with the Director of Production & Technical Director to manage all technical aspects of rented opera sets, including transport and scheduling
- Serve as a company expert on technical aspects of all performance venues
- Supervise and maintain warehouse/shop
- Supervise stock scenery, props, and lighting equipment

#### **Budgeting**

- Assist in the creation of individual production budgets as well as seasonal expense budgets, including Long Center productions, Butler Performance Center shows, and other production projects
- Partner with the Director of Production & Technical Director to track production expenses and cash flow forecasts
- Manage and submit stage crew payroll to RADAR

#### **External Affairs**

- As a member of Austin Opera's artistic and production team, may be asked to participate in board meetings, donor conversations, etc.
- Serve as a representative of the company to the opera field to increase Austin Opera's industry connectedness

#### **Other Duties as Assigned**

#### **This position is a great opportunity for someone who possesses/is:**

- Excellent knowledge and practical experience in theatrical construction techniques, stage operations, lighting systems and networking, LED wall and projections, automation, rigging systems, motor rigging, load calculations, truck packing, and stage safety
- Excellent written and oral communication
- Strong problem-solving skills, with the ability to interact with all levels of the organization, including guest artists and designers
- Well-organized and detail-oriented, with the ability to maintain the highest degree of confidentiality and diplomacy
- Ability to meet deadlines and manage multiple projects simultaneously and efficiently.
- Ability to delegate and oversee projects assigned to others
- Ability to report continually on budget and production projects to directors, designers, and team members
- Excellent computer skills and aptitude. Experience in CAD, Vector Works, Lite Write, Watchout, and technical theatre programming and drawing software are a plus
- Knowledge of budget management, bookkeeping, labor estimates
- Knowledge of or strong interest in opera is preferred

- Ability to work collaboratively within the production team and with multiple departments
- Expertise in lighting design is highly desirable

*Residing in the Austin area is a requirement of this job, as is availability for evening and weekend events. Employees must have reliable transportation and occasionally transport equipment and supplies to and from the office, event locations, and performance venues during daytime and evening hours. Public transportation in Austin is limited. Austin Opera is an Equal Opportunity Employer.*

**How to Apply:**

Send cover letter and resume to [careers@austinopera.org](mailto:careers@austinopera.org).