

HENDRICKS ARTS AND ENTERTAINMENT LIVE!

<u>Job Title:</u>	Technical Director	<u>Benefits Eligibility</u>	Health, Vision, Dental, 401k
<u>Reports to:</u>	General Manager	<u>Exemption Status:</u>	Exempt
<u>Max Salary</u>	\$55,000, with 90 day and annual review	<u>Hours:</u>	40+ hours per week with some nights, weekends and holidays required (Hybrid)

Hendricks Live!, Inc. seeks a relationship-oriented problem-solver who is passionate about arts and culture as its Technical Director. Working collaboratively with the General Manager, the Technical Director will oversee production for a new performing and fine arts venue currently under construction in historic downtown Plainfield, Indiana. The venue is slated to open in spring-2024. This is a unique opportunity to help launch a prominent, regional arts organization and to lead the technical production functions that will ensure its success.

Who We Are:

Hendricks Live! is a nonprofit arts and entertainment venue whose mission is to create memorable experiences for central Indiana’s diverse communities by presenting, producing, and hosting exceptional art, entertainment, and community events.

Located less than 30 minutes from Indianapolis, Hendricks Live! is an integral component of the Town of Plainfield’s Downtown Redevelopment Plan to protect the long-term future of its historic downtown. One of Indiana’s most enterprising towns in one of its fastest growing counties, Plainfield is home to an expanding diverse population, award-winning schools, exceptional healthcare, and extensive shopping and outdoor recreation opportunities. Hendricks Live! was developed in partnership with the Hendricks County Community Foundation and the Hendricks County Arts Council to magnify the county's reputation as a destination for high-caliber arts and culture.

Featuring a 600-seat performance hall, 160-seat event space, and public art galleries, Hendricks Live! will be the premier community, art, and entertainment venue in west central Indiana. Showcasing the work of local, regional, and national artists, Hendricks Live! will spotlight the best of Hendricks County while bringing the best to Hendricks County. The program calendar will include a variety of creative styles and disciplines including classical, jazz, country and pop music, theatre, dance, film, comedy, and special events.

Job Summary: The Technical Director is primarily responsible for the supervision and implementation of all production elements (lighting, sound, rigging, show advance, load-in, etc.) for Hendricks Live! productions, advancing rentals and collaborating with community arts

partners on production needs to ensure the successful outcome of all events at Hendricks Live! The Technical Director ensures safe working practices, provides production management for the use of the theatre spaces by outside groups and facilitates repair and maintenance of the theatre resources and equipment. Key to this is a strong work ethic and knowledge centered on excellent organizational skills and the ability to develop and maintain positive, collaborative relationships and communications with all artistic parties (promoters, designers, actors, etc.), as well as administrative staff, board members, and volunteers.

Duties and Responsibilities

- Oversees and maintains the company's production resources, including but not limited to lighting, sound, and video equipment, staging systems, rigging systems, acoustical systems, orchestra pit lift, orchestra shell, soft goods, and musical instruments.
- Analyzes and approves all production requests to ensure building compliance and safety standards.
- Assists with the preparation of production budgets; advises General Manager on technical requirements of productions; makes recommendations for cost savings while maintaining the integrity and safety of the production; makes recommendations for capital purchases of technical equipment.
- Oversees master production calendar and coordinates production activity in venues with all necessary parties.
- Supervises or assigns supervision for production activity in venues including load-ins, loadouts, set construction and tech rehearsals.
- Determines and procures necessary technical equipment for events and performances, including but not limited to lighting, sound, staging, and backline.
- Determines and schedules the necessary production labor, including but not limited to stage crew, riggers, lighting techs, sounds engineers, spot operators.
- Trains and/or approves use and handling of production resources by outside operators.
- Designs lighting and sound for in-house productions and external events as needed.
- Operates sound, lighting, and other technical equipment for in-house productions and external events as needed.
- Manages equipment inventory and supplies; purchases, leases and/or borrows equipment as needed, within specified budgetary limits.
- Ensures that invoices and receipts are promptly submitted, being proficient and efficient with all expenditures made within the budget.
- Develops, implements, and monitors policies to ensure a safe work environment in the backstage and stage areas.
- Attends required production meetings.
- Serves as Building Supervisor after normal hours of operation, or during assigned productions and rental events as needed.
- Additional duties as assigned by the General Manager.

Qualifications

- Competent, wide-ranging knowledge of theatrical equipment, design tools and software.
- 5+ years of hiring and leading production teams.
- Ability and knowledge (including familiarity with ADA and OSHA compliance).
- Ability to handle multiple, simultaneous tasks in a timely manner.
- Collaborative attitude.
- Ability to lift 25+ lbs.
- Bachelor's degree or equivalent experience.
- 5 years minimum experience in a similar role/background.

To Apply:

Please submit a resume and cover letter to careers@hendrickslive.org by August 15, 2023.