

CAREER OPPORTUNITY: TECHNICAL DIRECTOR

Position open until filled. Priority given to applications submitted by May 10, 2018

ABOUT US

Velocity is Seattle's award-winning cultural hub advancing dance and movement art by fostering the creative explorations of artists and audiences. We are at the forefront of a movement of risk-taking art that shatters assumptions and builds community. Our culture is artist-focused and highly collaborative. Velocity is catalyst for artists and action; a resource and laboratory for the open exchange of art and ideas. We work towards a world that celebrates a diversity of cultural heritage, race, class, artistic expression, ability, gender identity and sexual orientation. We work towards a world where dance artists are valued for their singular contribution to society. Velocity activates three studios, an office/resource room, an online journal, a convertible 100-200 seat theater; and produces programming through out the region in partnership with major organizations. In recent years, Seattle has become one of the foremost centers for dance in the nation. Velocity is looking for a motivated, self-directed individual who welcomes the opportunity to join our exceptional team and engage with this dynamic environment.

Position Information

Part-Time 15-18hrs/Week, plus up to 60hrs show weeks. Generous paid holiday and sick leave; free admission to Velocity events and other Seattle theaters; unlimited free movement classes; subsidized studio rentals; professional development opportunities.

Reports to: Artistic Executive Director and Office Operations Manager

The Technical Director works with a great deal of independence to ensure the maintenance, safety and professional standards of Velocity's theater, community spaces and facilities. They exercise independent judgment in the overall organization of the technical production process. Responsibilities include:

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Theater and Operations Management

- Maintain and safeguard the technical assets of the theater and facilities including: cabling, speakers, light and sound consoles, electronics, tools, ladders.
- Supervise the use of lighting, sound, communications equipment; and the maintenance of the theater and facilities.
- Oversee and maintain the integrity and upkeep of Velocity's spaces: cleanliness and safety of space, integrity of marley flooring and overhead lighting in studios, quality of class-use sound systems etc.

- Oversee well-being of the space and upkeep of facility (with TD)
- Monitor condition of equipment, arrange for repairs and replacements; perform preventative maintenance; maintain inventory and order specialized supplies.
- Make recommendations to Artistic + Executive Director regarding capital purchases of technical equipment, and provide information to assist in annual budget preparation.
- Research/management of facilities improvement projects.
- Orient artists, visiting productions, theater renters to safety, technical characteristics and other areas of theater operations.
- Gather a pool of trustworthy and skilled TD and Lighting Designer replacements, technical staff and volunteers; recruit, train and assign as needed.
- Manage work-study students.
- Lead monthly Production Meetings.
- Maintain a presence at Velocity through flexible office hours and reachability through email or phone.

Technical Director for Performances + Rentals

- Hang, focus and run all performances for Velocity Programs and Rentals
- Work with Lighting Designer and other technical staff to bring productions to life at the highest professional standards.
- Ensure all rentals meet the requirements to receive their security deposits, including return lighting plot and ensure theater is safely and totally struck at the end of each run.
- Provide creative and inspired lighting design when required.
- Act as staff liaison to renters; communicate with them to determine their technical needs and tech schedule; ensure technical needs are met; and be a Velocity representative at the event.

QUALIFICATIONS:

- At least one year of experience as Technical Director.
- Experience in Lighting Design.
- Experience in Stage Management.
- Carpentry skills.
- Contagious passion for risk-taking dance, and a belief in arts ability to transform communities, neighborhoods and society.
- A self-starter, successful working in a fast-paced arts center with multiple programs.
- Enjoys a collaborative, creative work environment.
- Highly organized, able to work with multiple assignments and handle deadlines.
- Interacts cooperatively and effectively with all artists, staff and vendors.
- Ability to analyze and evaluate the need for technical support for various events and performances; and plan, schedule and provide the support needed.
- Able to lift, push or pull objects up to 100 pounds using appropriate tools.
- Committed to the mission and values of Velocity.

ABOUT YOU

You're passionate about contemporary performance, and the arts as a catalyst for change. You're self-motivated, organized, and excited to take ownership of a theater and community art space. Building and maintaining relationships with people from all walks of life comes naturally to you. You love putting on an incredible performance and helping artists realize their visions. You are resourceful and get satisfaction from working within a standard lighting plot to design for many different genres of dance and performance. You get satisfaction from successfully managing details, deadlines, and ensuring artists and students have a safe, clean, professional working environment. You are adaptable, efficient, and willing to work odd hours. You make use of all that technology has to offer – and maximize your professional relationships and resources. You enjoy working with, and fostering, future arts leaders. You enjoy collaborating.

To Apply

Please send letter of interest, resume, and two professional references to Stefanie@velocitydancecenter.org. No phone calls please.

VELOCITY fosters a creative and professional environment that reflects the diversity of Seattle. We are actively recruiting a wide pool of applicants representing dimensions of difference that include - but are not limited to - age, national origin, ethnicity, race, religion, sexual orientation, gender.

Employees must maintain a degree of flexibility in our rapidly changing environment and, as such, may be required to perform additional duties beyond the scope described here from time to time.