

Van Wert Area Performing Arts Foundation
Technical Director Job Description



Job Title: Technical Director | Reports To: Executive Director
Classification: Exempt; Full-time | Base Salary starting at \$70,000

JOB SUMMARY

The Technical Director oversees all technical and production aspects of performances and events at the Niswonger Performing Arts Center (NPAC) and Fountain Park for the Summer Concert Series. This role manages lighting, sound, rigging, and stage equipment, ensuring seamless operations, high production standards, and compliance with safety regulations. The Technical Director supervises the stagehands and production staff and ensures efficient workflow and task delegation. This position also serves as a key liaison to performers, touring production teams, rental clients, and school representatives, providing technical support for touring productions as well as community and school events.

POSITION PRIMARY DUTIES:

- Oversee all technical operations, including lighting, sound, rigging, and stage management.
- Ensure proper setup, operation, and maintenance of in-house lighting, sound, and rigging systems.
- Coordinate with touring productions to advance technical requirements.
- Prepare accurate labor and production cost estimates to inform show offers and budgets.
- Ensure that school functions have appropriate staffing, equipment, and logistical support.
- Develop technical schedules, event plans, and production timelines.
- Supervise load-ins, load-outs, rehearsals, and sound checks.
- Ability to operate lighting, sound, or video as needed to support productions.
- Maintain and regularly update all technical documentation, including the venue tech packet.
- Maintain stage, storage, and access areas for cleanliness and efficiency.
- Oversee inventory, maintenance, and repairs of all technical equipment.
- Ensure compliance with safety regulations and industry standards, including ADA accessibility.
- Create staffing schedules to ensure proper event coverage while managing labor costs.
- Facilitate interdepartmental communication to ensure smooth coordination between production, front-of-house, and administrative teams.
- Manage the technical department budget, including forecasting and expense tracking.
- Advise on capital projects and technical upgrades.

Personal Qualifications:

- Bachelor's degree in Technical Theater, Sound Design, or a related field, or equivalent professional experience is preferred.
- Minimum of 4 years of experience in technical direction, theatrical operations and maintenance, or a similar role within a performing arts venue, theater, or production company is required.
- Entertainment Technician Certification Program (ETCP) and other pertinent certifications are preferred.
- Experience with stage lighting, sound engineering, rigging, and stage management preferred.
- Strong leadership, project management, and decision-making skills.
- Ability to read and interpret artist riders, stage plots, and technical diagrams..
- Ability to handle high-pressure situations and multi-task effectively.
- Excellent organizational, communication, and problem-solving abilities.

Physical Requirements:

- Ability to lift, push, or pull objects up to 100 pounds using appropriate tools.
- Work in tight spaces, at heights, near loud noises, near flashing lights, and in outdoor conditions.
- Maintain stamina for long and irregular hours, including evenings, weekends, and holidays.

Benefits:

- Health, dental, and vision insurance
- Health Savings Account
- Paid time off
- Professional development opportunities

Van Wert Live is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or any other status protected by State and Federal Law.