



ODC Production Technician

Background

ODC is a ground-breaking contemporary arts institution: a world class dance company, a presenting theater, and a dance school. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco's Mission District for more than 45 years, our programs and activities contribute to San Francisco's vibrant dance and arts ecosystem, community development, arts education, and access to creative art-making. ODC strives to cultivate artists, inspire audiences, engage the community, and foster diversity and inclusion through dance performance, training and mentorship.

Position Summary

The Production Technician will handle production needs for the ODC Theater, School and Company alongside the Associate Technical Director and fellow production staff. This role reports to the Assistant Production Manager. Responsibilities include, but are not limited to, maintaining theatrical equipment, studio audio equipment, interfacing with artists and organizations presenting, co-presenting or being presented by ODC in its facilities, supporting all aspects of live performance production in ODC's facilities and/or Bay Area touring venues.

The Production Technician is a full-time (30-40hr/wk) non-exempt, hourly position, reporting to ODC's Assistant Production Manager. Hourly rate DOE.

Roles and Responsibilities:

- Represent ODC and facilitate positive and efficient working relationships with ODC staff and Company members as well as artists and organizations presenting, co-presenting or being presented by ODC in its facilities.
- Maintain ODC's technical and production standards to meet the artistic vision of ODC and its affiliated partners
- Handle layout, equipment and technical issues specific to ODC performance spaces;
- Help Theater and Production staff with reporting and dissemination of all production information to incoming artists
- Help determine and/or advise equipment needs relative to labor and budget
- Help execute and confirm scheduling of technical crew for ODC Theater and Studio activities/events
- Troubleshoot technical issues as they arise in the theater and across the ODC campus
- Be available to cover or assist with finding technical personnel to cover in the event of scheduling emergency

- Be able and available to act as a Stage Manager and to call shows in ODC Theater and other facilities
- Assist with load ins and load outs
- Attend relevant weekly staff and production meetings and client meetings as needed
- Attend technical rehearsals as required by production schedule assignments
- Coordinate and/or provide the pickup/delivery and return of rentals
- Familiar with all aspects of theatrical production including basic to advance knowledge of: lighting, scenic, sound, video, rigging, etc.

Required qualifications

- Must be over 18 years of age and eligible to work in the US
- Excellent communication skills (verbal and written)
- Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast-paced, team-oriented environment, in both supervisory or supervised roles
- Organized, with excellent skills in prioritizing and time-management; strong creative problem-solving abilities
- With notification in advance, must be able to be on call after-hours and on weekends where appropriate
- Must have valid driver's license. Comfortable and experience with driving a Box Truck preferred
- Working knowledge of technical theater equipment and practices
- Working knowledge of audio and video equipment, software and practices, including but not limited to live audio mixing, music recording, video recording, basic video editing and archiving, projectors, Qlab, etc.
- Working knowledge of lighting equipment, software and practices, including but not limited to ETC lighting & control boards, DMX, scrollers, LEDs, movers, Vectorworks & Lightwright Touring experience preferred, but not required
- Interests in performing arts and the advancement of the arts

Physical Requirements and Work Environment

- Work is performed primarily in a performing arts facilities setting
- Work is primarily performed standing, walking and sitting.
- Must be able to lift and carry 50 lbs.

To Apply:

- Please email resume and cover letter with salary requirements to: HR@odc.dance
- Reference "Production Technician" in the subject line.
- Note, resumes submitted without a cover letter and salary requirements will not be considered.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services, products or commercial interests.