



ODC Technical Director

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

Working closely with the Production Manager, ODC's Technical Director plays a lead role in arranging for and meeting the specific production and on-going technical needs for the ODC Theater, School and select special events assisted by the Associate Technical Director and fellow production staff. 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 other Bay Area touring and event venues.

The Technical Director is a full-time, exempt position. Reports to ODC's Production Manager. Salary DOE.

Roles and Responsibilities:

- Represent ODC and facilitate positive and efficient working relationships with ODC staff as well as artists and organizations presenting, co-presenting or being presented by ODC in its facilities.
- Create, articulate and maintain ODC's technical and production standards and policies to meet the artistic vision of ODC and its affiliated partners.
- Help Theater and Production staff with reporting and dissemination of all production information to incoming artists
- Facilitate ongoing communication between artists, production staff, technical crews and other staff as needed to ensure effective coordination of resources and activities
- Determine and/or advise equipment needs relative to labor and budget
- Keep artists and PM apprised of all costs, especially labor and equipment rentals
- Execute and confirm scheduling of technical crew for ODC Theater and Studio activities/events. Secure or serve as back up crew in case of emergency schedule changes

- Be able and available to act as a Stage Manager and to call shows in ODC Theater / other spaces
- Schedule and supervise load ins and load outs
- Attend relevant weekly staff and production meetings and client meetings as needed
- In coordination with PM, schedule/attend/supervise technical rehearsals as required by production schedule assignments
- Oversee House Technicians on layout, equipment and technical issues specific to ODC Theater
- Verify restoration of Repertory Light Plot
- Submit any expenses and follow up evaluations of rental, co-present and present events in the ODC Theater and other facilities.
- Handle layout, equipment and technical issues specific to ODC performance spaces;
- Troubleshoot technical issues as they arise in the theater and across the ODC campus
- With the PM, coordinate and/or provide the pickup/delivery and return of rentals
- Serve as alternate to PM or APM and assist Facilities staff when relevant roles are vacant or on leave.

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, collaborative environment, in both supervisory or supervised roles
- Organized, with excellent skills in prioritizing, scheduling 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 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 and Lightwright Touring experience preferred, but not required
- Familiar with all aspects of theatrical production including basic to advance knowledge of: lighting, scenic, sound, video, rigging, etc.
- Interests in performing arts and the advancement of the arts
- Ability to manage others and attend to administrative duties

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 "Technical Director" 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.