

ABOUT US

Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

ABOUT THE JOB

The Technical Director (TD) directs and manages the coordination of technical elements for all performances taking place on the Wallis Annenberg Center for the Performing Arts campus. The TD supervises the Assistant Technical Director, over hire technical crews and shop personnel, working with the Production Manager to ensure the seamless execution of events and performances. The TD maintains the department equipment, and manages the physical spaces of the production shop, theatres, and support areas. Additionally, the TD will oversee the construction process for all Scenery for Wallis produced works, supporting the artistic vision of directors and designers as it relates to the advancement, budgeting, and realization of set designs. The TD participates in Season and production planning, as it relates to the execution of the physical production. This position reports directly to the Director of Production.

WHAT YOU'LL DO

- Supervise the technical elements of all performances at the Wallis, working with visiting Companies and rental clients to ensure their needs are met while maintaining adherence to Wallis policies and procedures;
- Evaluate technical riders for feasibility as it relates to the Wallis spaces, ensuring that presented productions are able to load in and perform in a manner that is safe and efficient at all times;
- Collaborate with Production Manager on detailed event schedules and below the line production budgeting;
- Organize and administrate the Scenery department, including the creation and implementation of the shop calendar, follow-through on design deadlines, scheduling and coordinating of the staff, and coordinating and supervising the construction of all scenic elements for each production;
- For Wallis produced productions, oversee the Scenic build process from initial design through load out. Identify and contract outside Scenic shops through a bidding process and work with the awarded shop to complete builds in an accurate and financially responsible way;
- Lead, guide, and facilitate communication between the production department and scenic designers. Work with designers to advance shows, plan and implement designs, and to prep and provide equipment necessary to tech and run shows;
- Maintain a clear understanding of all aspects of production in order to facilitate scenic needs throughout the build, rehearsal, technical rehearsal, running, and closing of each production and special events;
- Assist Director of Production with season planning and budgeting as it relates to the needs of the scenic builds, staffing, and utilization of the physical plant;
- Participate in planning and design for capital improvements for theatres, shops, and equipment upgrades.
- Manage and be responsible for scenery budgets, from bid session thru load-in;
- Hire, train, provide feedback, coaching, discipline and supervise staff and over hire in the preparation, load-in, and maintenance of shows. Monitor work hours, holiday hours, and vacation time to ensure efficient use of human resources.

Formal discipline would be administered in partnership with the Director of Production and Director of Human Resources;

- Oversee efforts to provide and maintain a safe working environment, including managing and providing training, equipment, recordkeeping, and incident reporting;
- Manage and participate, as necessary, in changeovers, technical rehearsals, and previews to manage technical scenic needs, assist designers, monitor and aid staff, and collaborate with other shops;
- Responsible for reading show reports, rehearsal schedules, and facilities calendars. Follow-up on applicable details or notes and communicate information to supervisors and staff as appropriate;
- Collaborate with other departments as required to facilitate scenic or shop needs for special events in the theaters and production center;
- Work with Education, Special Events, Marketing, and Development departments to help staff and facilitate education shows and special programs;
- Attend full staff meetings, production head meetings, production department meetings, and post mortems as necessary;
- Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operations. Facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility.

SKILLS & EXPERIENCE NEEDED

- Experience working as a Technical Director, Shop Foreman, or similar position, in professional dance, music and/or theater company.
- A practical knowledge of technical theater to include sound, lighting, staging, and projection with particular emphasis on rigging and operations of theatrical fly house and scenery construction.
- Demonstrated leadership skills, experience working with designers, and a strong understanding of other areas of production are required.
- Must have excellent computer skills and experience working with standard shop equipment. Knowledge and application of standard scenic theatrical construction techniques is also required.
- Must have a working understanding of scenic automation, including pneumatics, hydraulics, chain motors, winches, and control.
- Must have drafting experience working with AutoCAD, Vectorworks, SketchUp and/or hand drafting skills.
- Must have excellent communication skills, both written and verbal.
- Must be a strong team player as this position works closely with the Production Department Heads, Production Department Staff, Stage Managers and Creative Team.
- Familiarity with industry best practices of safety protocols for theatrical productions, OSHA, & fire codes.
- Ability to work a varying schedule, including nights and weekends.
- Experience with touring productions, international freight, and international artists is a plus.
- High School degree required. Bachelors preferred.

PHYSICAL REQUIREMENTS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Must be able to comfortably negotiate stairs, ladders, lifts, and catwalks up to 60' above ground, as well as working within confined spaces. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required. Some outdoor work may be required, occasionally at temperatures over 85 degrees.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

BENEFITS

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

HOW TO APPLY

Please email resume to jobs@thewallis.org and include **Technical Director** in the subject line.

No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.