

# OREGON **BALLET** THEATRE

## **Our Mission**

Oregon Ballet Theatre is committed to sharing our passion for the expressive power of ballet, inspiring an enduring appreciation of dance, and connecting in meaningful ways to our community through excellence in performance, training and educational programs.

## **Our Vision**

To be an inclusive, relevant, and compelling company that reflects the essence of Portland, with artists of national caliber, a strong, unified and enthusiastic board, financial stability, and a reputation for being a great place to work. We are the gold standard for dance in our region, known for articulate, dynamic, and expressive work, on stage and off.

## **Job Title: Technical Director**

The Technical Director is responsible for the storage, inventory, maintenance, transportation, and installation of OBT theatrical equipment and supplies, and oversees all technical needs from pre-production through load-out.

The Technical Director works independently under general guidelines provided by OBT's Production Director or OBT2's Program Director. The work is nuanced because each production has its own specific and frequently unique requirements. The role involves supervising warehouse and union crews, maintaining equipment and inventory, ensuring safety, and managing budgets for hourly technicians. The Technical Director also collaborates with designers and choreographers to achieve artistic goals within resource constraints. This position requires independent problem-solving and efficient prioritization in fast-paced production environments.

## **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Job Duties/Competencies:**

- Assess technical challenges and develop proactive solutions.
- Work closely with choreographers and designers to reach artistic goals within allotted budgets.
- Collaborate with others who may have skill sets or experience below or above your own.
- Create and maintain production documentation, including but not limited to technical drawings, materials lists, schedules, inventories, and riders.

- Lead and support efficient load-ins/outs and setups for all productions and events.
- Troubleshoot technical challenges and propose proactive solutions.
- Determine and manage crew needs; hire, supervise, and coordinate IATSE and freelance personnel.
- Maintain production inventory, including props, scenery, floors, and equipment.
- Set up and strike rehearsal/performance spaces; assist backstage during shows.
- Attend relevant meetings, rehearsals, and performances.
- Oversee scenic and prop builds or refurbishments, coordinate bids and purchases.
- Recommend and research capital purchases.
- Assist in budgeting, expense tracking, and maintain photographic and production archives.
- Ensure safe work practices and train others in tool/equipment use.
- Arrange and operate transportation logistics, including truck rentals and shipping.
- Communicate clearly and regularly with staff, artists, and vendors.
- Support marketing, development, and boutique setup needs.
- Perform other duties as assigned.

### **Supervisory Responsibilities:**

The Technical Director provides direct supervision to varying numbers of temporary employees and union stagehands, depending on the size and complexity of the production.

### **Education and/or Experience:**

- Minimum 4-5 years' experience or formal training with in-depth knowledge in all aspects of technical theater.
- Minimum 3 years of experience in the following areas:
  - Training & Management of (union stagehands (IATSE)/non-union crews)
  - Dance/Theatre production
  - Nonprofit management
  - Operations
  - Budgeting
  - Payroll
  - Hiring
  - Contracts
  - Labor laws (unions, etc.)
  - Scheduling
  - Multitasking
  - Interpersonal Skills
- Carpentry, set construction, and rigging skills (required).

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- Welding skills (required).
- Reading and producing ground plans, sections, technical/construction drawings
- Theatrical lighting, sound, and projection systems
- Ability to drive non-CDL trucks up to 26 feet with lift gate

## **Computer Skills:**

- Drafting software: Vectorworks and/or AutoCAD
- Project management software: Asana a plus
- Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Audio/video: Qlab, video projections
- Both Windows and Mac operating systems

## **Equity:**

OBT is committed to a diverse, racially and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

## **Our Culture:**

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Compassionate. Ambassadors. Accountable.

## **Accommodation:**

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities of this job.

## **Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

**Working Conditions:**

This role requires good physical health as the ability to lift at least ~~50~~70 pounds in repetition is required.

**Work Schedule:**

This is a full-time position. Days and hours of work are generally Monday through Friday, 9:00 a.m. to 6:00 p.m. This position regularly requires extended hours and weekend work. Flexible scheduling of work hours is an option.

**Travel:**

Travel is primarily local during the day, evenings, and weekends. Some out-of-area and overnight travel may be expected.

**Compensation:**

This salaried position starts at \$50,000-\$57,000 annually and provides full benefits, including: employer-paid medical, dental, and vision, life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.