



Technical Director

The Music Hall Theatre, a non profit concert venue in Tarrytown, NY (Westchester County, about 30 minutes from Manhattan) is seeking an experienced technical director. This is an exempt full time position with health benefits. This position will report to the director of production. Salary commensurate with experience.

Job Overview: The Technical Director is responsible for the maintenance of all theatrical technical equipment and systems. They are expected to demonstrate a passion for technical production work and researching emerging industry technologies. The job may involve loading heavy equipment in and out of the theatre. Depending on day to day needs, they may need to assist with focusing lights, a changeover, or other tasks.

Job Responsibilities:

- Lead and direct the technical staff and house crew on event days and maintenance calls.
- Oversee the enforcement, compliance, and permits for all Fire, Health and Safety regulations for venue and event spaces
- Maintain all technical drawings of space and equipment for venues and event spaces.
- Maintain and provide upkeep on the technical assets of the theatre, including the use of lighting, sound, rigging, communications, video, production computer equipment, and projection equipment
- Ensure the stage, storage, and equipment areas are maintained and kept orderly.
- Advise and partner with the director of production & executive director on the identification and implementation of capital projects and purchases for venues and event spaces.
- Continually work with the director of production regarding equipment upgrades, or major replacement or repairs.
- Assist director of production with technical advancement as needed.
- Assist with parking large vehicles during load in and maintain a solid relationship with police department, building department, and local government entities.
- Assist director of production in recruitment, training, and scheduling paid technical staff including sound, light, fly, spot operators and other positions necessary to staff all events in the theatre.

This Role Requires:

- Candidates should have a degree in technical theatre, or equivalent professional work experience for this lead position.
- 3+ years of technical experience in theater, dance and/or concerts with exposure to lighting, sound, and video production.
- Must pass a background check.
- Strong leadership skills.
- Proficiency in rigging systems with a strong knowledge of hemp houses.
- Proficiency with various software programs including: MS Office Suite, Production and Venue Management Software, and OBS software. Experience with CAD or VectorWorks a plus.
- Strong knowledge of ETC lighting systems.
- Ability to approach work with a spirit of collaboration and cooperation.
- Ability to oversee multiple projects and priorities simultaneously.
- Ability to lift 50 lbs.
- Basic knowledge of audio / equipment backline gear
- Basic carpenter skills preferred.
- Scheduling flexibility to work nights, weekends, and holidays dictated by the production and performance schedule.
- This position is a team building and leadership position and needs someone with effective and clear written and verbal communication skills.

Preferred candidates have experience in the techniques, methods and procedures of concert, theatre, and dance productions including stage, set, sound and lighting design and implementation; stage management; computerized lighting systems; stage carpentry, appropriate safety precautions and procedures, and have strong computer skills.

To apply:

- Email your resume and cover letter to mcorkrum@tarrytownmusichall.org.
- Please include **Technical Director** in the subject line.