



Technical Director

POSITION DESCRIPTION: October 2017

MISSION:

CounterPulse is building a movement of risk-taking art that shatters assumptions and builds community. We provide space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.

CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. Our studio theater hosts over 300 public events each year, ranging from dance, theater and music performances to political discussions and film screenings. For more information about CounterPulse, please visit www.counterpulse.org.

ABOUT YOU:

*As the **Technical Director (TD)** you oversee the operation of our theater and studios. You make the show go on! By working directly with our artists and producing staff, you bring productions to life on our stage and in our studios. You take pride in your professionalism, are quick on your feet, and can make reasoned decisions under pressure. You possess technical expertise and are not afraid of a little hands-on maintenance. You enjoy a dynamic work environment with a diverse clientele and public. You are reliable and hardworking and have a passion for the performing arts.*

The ideal candidate will possess excellent organizational skills, solid technical theater skills, and the desire to participate in shaping the evolving character of a lively and growing arts organization. Familiarity with the Tenderloin neighborhood is a big plus!

The TD reports to the Director of Producing and Advancement.

SCOPE AND NATURE OF WORK:

PRODUCTION

- Orient clients and event producers to the theater, providing clear instructions on technical capabilities and organizational policies. Act as consultant to all clients and their crews providing oversight with respect to safety and feasibility
- Collect information from artists regarding technical needs, and create work plans for executing production requirements
- Monitor and maintain theater equipment, overseeing repairs when necessary
- Develop, track, and manage an annual budget for theater and facilities costs
- Oversee costing, purchase/rental, and delivery of all supplies and equipment
- Participate in production meetings with artists and producing staff
- Oversee technicians throughout tech weeks, including the load-in and restore for all events in the theater
- Anticipate the technical and associated personnel needs for all productions
 - Work directly with artists and producers to collect and interpret technical details
 - Bring a creative eye to problem-solving design issues
 - Attend all production meetings, and attend works in progress showings, tech week activities, and shows as needed
- Act as in-house Lighting Designer for select production

FACILITIES

- Maintain appropriate operating condition of public facilities—theater, studios, and lobby (as it relates to program use):
 - Supervise proper use, storage and maintenance of all equipment and supplies including lighting equipment, audio equipment, video equipment, office equipment, drapes, staging, hardware, tools, etc.
 - Maintain and improve theater signage, storage, and documentation systems
 - Ensure readiness of theater and studios for scheduled activities
 - Oversee restore and transitions between events
 - Maintain a constant awareness of the readiness, accessibility, and usability of all public facilities, and communicate any identified needs for improvements to the Director of Operations
 - Ensure the safety of the theatrical environment and all constructed items; ensure compliance with building, fire and ADA code as it relates to program use
- Maintain inventory, purchase and organization of theater and technical equipment.
- Manage operation of Tech Booth equipment and computers

PROGRAM

- Work collaboratively with staff and board to envision the artistic future of CounterPulse.
- Participate in the artist selection process for certain CounterPulse programs.
- Envision new programs to make use of our space and organizational resources (all staff members at CounterPulse are invited to be part of launching new programs).

- Pitch in, as necessary, when necessary to keep the space and CounterPulse Programming running smoothly

GENERAL

- Maintain familiarity with CounterPulse's Programs, Mission Statement and general history in order to be an educated representative of the our organization
- Participate in weekly staff and program meetings, seasonal planning meetings, potlucks, and karaoke
- Participate in collectively-shared facility upkeep tasks and office duties
- Execute other duties as assigned

QUALIFICATIONS:

- Excellent communication skills with staff and with a diverse public
- Extraordinary organizational ability, and the passion to bring order to information and to the physical environment
- Reliable access to telephone and email, and the ability to respond promptly in emergency situations
- Experience and eagerness to work with and maintain theater infrastructure; including lighting, sound, carpentry and rigging
- Knowledge and/or eagerness to gain knowledge regarding facility infrastructure and maintenance; most importantly electrical systems as they relate to our A/V equipment and theatrical lighting grid
- Basic knowledge of lighting, set, sound, and video design preferred, but not required
- Strong ability to work independently and manage staff and volunteer labor
- Desire and ability to work collaboratively, maintaining a sense of humor and openness to unexpected situations
- Proficiency in Macintosh OS, Microsoft Excel, and Google products; familiarity with Salesforce and QLab strongly preferred
- Ability to lift 25 lbs

WORKING AT COUNTERPULSE:

Joining the CounterPulse team means joining a group of incredibly smart and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. As a new staff member, you will have the chance to participate in meaningful conversations about the future of our organization, the impact we can have in our community, and the role of art in society. You will also have the opportunity to participate in selecting artists and envisioning our programming. We value the flexibility and perks of working at a small arts organization, and we think you will too. Here are the details:

- \$40,000 annual salary. 32-40 hrs/wk (depending on experience) for a 40 week work year - no programming approximately July to August and January to February
- Schedule is flexible week to week. Weekend and evening availability occasionally required.

- 50% Health and Dental Benefits
- Commuter Check available, pre-tax
- Free admission to events at CounterPulse and other Bay Area theaters
- 5 hours/month free rehearsal space
- Generous holiday, vacation & sick leave policy
- Ongoing training, networking, and professional development opportunities

TO APPLY:

- i. Write a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position.
- ii. Attach your resume.
- iii. Email these items to openings@counterpulse.org ATTN: Jeanne Pfeffer subject line: "Technical Director" *Incomplete applications will not be accepted.*

EQUAL OPPORTUNITY EMPLOYER

CounterPulse fosters a creative and professional environment that reflects the diversity of San Francisco. We actively recruit a wide pool of applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.

Applications accepted on a rolling basis. Please submit by October 27th.