



## Technical Director

Position Description, May 2022

### **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.*

### **ABOUT COUNTERPULSE AND THIS POSITION:**

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](http://www.counterpulse.org).

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 Program Director.

## **SCOPE AND NATURE OF WORK:**

### *TECHNICAL PRODUCTION*

- Orient clients and event producers to the theater, providing clear instructions on technical capabilities and organizational policies.
- Act as a consultant to all clients and their crews providing oversight with respect to safety and feasibility; be on call during all technical rehearsals at CounterPulse
- 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, works in progress showings, tech week activities, and shows as needed for Residency programs. As needed for Rental Events and Co-Productions.
  - Scout, hire, train and manage technician pool and payments
- Act as in-house Lighting Designer for select productions
- Be on call for technical needs from artists and renters

### *FACILITIES*

- Maintain appropriate operating condition of public facilities—theater, studios, and lobby:
  - 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, security, and usability of all public facilities
  - 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
- Manage operation of Tech Booth equipment and computers

- Identify technical and facilities improvements, develop work plans and budgets for projects in collaboration with operational staff

#### *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 our organization
- Participate in weekly staff and program meetings and seasonal planning meetings
- Participate in collectively-shared facility upkeep tasks and office duties
- Execute other duties as assigned
- Support technician's professional development

#### **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 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. We value the flexibility and perks of working at a small arts organization, and we think you will too. Here are the details:

- \$45,000-50,000 annual salary depending on experience and weekly hours, 32-40 hrs/wk for a 40 week work year. Limited or no programming from mid-December to end of January and late-June/early-July to mid-August. Able to take off weeks when CounterPulse is dark throughout the year. (Also willing to explore 52 week work year, and in general structuring this role to fit for the right candidate).
- Typically schedule includes onsite work on Monday and Thursdays; Oncall work on Friday and Saturday during show time; other mixed remote and onsite work depending on production needs week-to-week.
- Schedule is flexible week to week. Weekend and evening availability occasionally required; on call support for tech weeks a must if emergency/troubleshooting needs arise.
- 100% Health and Dental Benefits
- Commuter Check available, pre-tax
- Free admission to events at CounterPulse and other Bay Area theaters
- 10 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](mailto:openings@counterpulse.org) ATTN: Hannah Ayasse, 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.

Position open until filled.