

Technical Manager – Minnie Evans Arts Center
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Instruction & Academic Accountability**
Dept: **Curriculum & Instruction**

TITLE: **Technical Manager – Minnie Evans Arts Center**

QUALIFICATIONS:

1. Bachelor's degree in theatre arts, arts education, or related area
2. Two or more years of related work experience with knowledge of the technical operations of a theatre or performing arts center
3. Valid North Carolina driver's license

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: Responsible for the management, aesthetic, and technical requirements of main stage productions held at Minnie Evans Arts Center as well as special events for New Hanover County Schools. This role is primarily technical support to ensure the success of events by providing equipment, training, and expertise in live productions. It also requires detailed support prior to and following productions for an arts center with a robust calendar of school-based and community performances.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and arts education.
2. Apply theatrical and arts background to perform all lighting and sound designs at the Minnie Evans Arts Center and consult with teachers and/or staff in other NHCS performance venues for lighting and sound needs per performance including plotting.
3. Operate, maintain, inventory, and safeguard the technical assets of the theatre including lighting and sound equipment, curtains, flooring, custodial needs, etc. Order specialized supplies as needed to support the operation of Minnie Evans Arts Center and all NHCS performances spaces while staying in budget.
4. Monitor the condition of equipment in the Minnie Evans Arts Center and all NHCS performing arts spaces including lighting, sound, electronics, and rigging; maintain the log for curtain flame tests/fire compliance, HVAC, and other site-specific maintenance. Arrange for repair and replacement within budgetary constraints; perform preventative maintenance on equipment and serve as a lead on technical upgrades and repair projects.
5. Prior to performances: work with teachers/principals/external renters and NHCS staff to ensure a smooth set up of the space including acoustical shells, dance floors, and pit movements are set up to the performance specifications. Train students, teachers, NHCS staff members, and community rental partners on lighting, sound, and technician roles.

Train and schedule volunteer ushers.

6. During rehearsals and performances: be present to operate lights, sound booth, and/or projection and troubleshoot technical issues as they arise. Serve as house manager to ensure event safety and enforce rules listed in the contract such as not permitting food and drink in the audience area to maintain the cleanliness and integrity of the theater
7. After rehearsals and performances: Check the safety of the venue, close the arts center, unload productions in a timely manner to allow for the next performance or event. For community use renters, confirm and edit invoices after production has vacated the space.
8. Annually, solicit requests for the venue use from teachers and principals. Collaborate with the Director of Curriculum and Instruction to set the internal calendar for Minnie Evans Arts Center each year prior to opening the venue for external rental requests. Collaborate with the NHCS operations team on rolling requests from external rentals including reviewing contracts, advising on costs of technical use, scheduling, and invoicing.
9. Provide expertise and venue guidance to outside vendors contracted to do work in Minnie Evans Arts Center including being present for inspections, bid meetings, and onsite work from NHCS maintenance or external partners.
10. Perform related duties and responsibilities as requested by the Director of Curriculum & Instruction.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Grade 78

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to design and execute lighting and sound systems appropriate for each performance
- Ability to analyze and evaluate the need for technical support across various events and performances and willingness to learn and assimilate new technologies quickly
- Knowledge of appropriate safety precautions and procedures related to theatre productions
- Knowledge of techniques, methods, and procedures of theatre, dance, and musical productions
- Ability to work independently, meet deadlines, and accomplish specific tasks as requested
- Strong organizational skills, ability to manage multiple tasks with a high degree of accuracy and efficiency
- Communication skills to clearly and concisely articulate safety concerns, collaborate across schools and departments, and support primarily student performances
- Willingness to maintain irregular and extended hours in alignment with various productions including working nights and weekends
- Ability to lift (up to) 50 pounds