



Theater Production Specialist

32 hours per week, varied schedule required, with day time hours, evenings and weekends
\$48,500 annual salary

Theater Production Specialist is at the center of all programs and events at TCA's Theater, Encore Gallery, outdoor spaces, and special presentations or events in the Stables Gallery and 132 Paseo, with a specific focus on planning and implementation of technical and logistical aspects of events. This position works alongside TCA staff and in collaboration with over 50 groups and individuals a year to produce film, music, dance, and theater programs and community events. A person thrives in this position who is proficient in and enjoys organizing information, leading and mentoring a team, contributing to a positive work environment, written and verbal communication, customer service, and cultivating collaborations. This position works with the theater technical staff and administrative team in operational planning, event planning, theater and facility maintenance, and overseeing successful implementation of all TCA programs and events.

More about the position:

Logistics and planning

The theater and campus hosts activities of various forms most days of the year (live stage shows, meetings, parties, films, presentations, and more). Our ability to serve the community hinges on our ability to have meticulous day to day production plans. This requires constant future-thinking about how the building and equipment will be used, how to test and prepare for shows, how to transition between events.

Timelines

The theater's operations are guided by multiple timelines: year, month to month, week to week, and on most days, hour to hour. Timelines guide the work and the order in which the day-to-day and month-to-month tasks are completed. There is an inherent pressure and stress.

Working with people

The emphasis on the position is to understand how to organize and create plans in order to delegate tasks to a team. As much as this is a hands-on job, this is primarily a thinking-organizing-planning-teaching job. The theater is at the center of TCA's education

program and there is constant teaching and learning at all levels of staff and interns. Fostering an environment of knowledge sharing, learning, and shared team experience is necessary.

Information

This is also an information management job. Details, timelines, nuanced information inform what kinds of events, shows, and activities take place in the theater. Details, information, and technical specifications also guide our working knowledge of equipment in the theater. Systems, spreadsheets, google calendars, and other softwares and procedures need to be used to manage and track the information. To say this position requires a person to be detail-oriented is an understatement. The job is details.

Responsibilities

Theater and Facilities Operations

- Ensure all event activities and performance run smoothly.
- Lead a team of technical and facilities staff, and incorporate interns into production work-flows.
- Lead the design of work schedules for production and maintenance logistics of all theater activities and events.
- Work with staff and specialists to troubleshoot and manage maintenance and repairs of theater and cinema equipment, and building.
- Organize and oversee custodial maintenance.
- Communicate with contractors, plumbers, electricians about maintenance of TCA's spaces as the main point of contact.
- Support managing TCA's internal operations calendar.
- Lead coordination of install and de-install of exhibitions in the Encore Gallery.
- Assist in maintenance of Stables Gallery, Stables Courtyard, 132 Paseo and TCA campus.
- Maintain documentation related to theater equipment.
- Participate in the development and implementation of Standard Operating Procedures.

Programs

- Cultivate and nurture relationships with organizations and individuals.
- Manage events through working with technical staff, front of house staff, and volunteers.
- Oversee, design, and implement the production of all programs.
- Work with facility renters and partners to facilitate the use of TCA's spaces.
- Serve as a liaison to cast, crew, and creative team for productions.
- Work with Executive Director and Education Coordinator to implement internship programs.
- Work with Executive Director, Program Manager and other staff in the design and implementation of programming.
- Work with staff to oversee preparation and execution of film screenings.
- Ensure safety regulations.

Qualifications

- Resiliency, flexibility and being able to maintain a positive attitude within a quickly changing and occasionally stressful environment.
- Strong written and verbal communication skills.
- Leadership and/or management experience.
- Event planning and/or production and/or logistics experience.
- Proficient in or willing to learn the principles of theater technical arts (lighting, sound, stage, and cinema management).
- Comfortable with hands-on facilities related work, including custodial activities and willingness to perform routine tasks associated with facility upkeep.
- Ability to work flexible hours during weekends and evenings.
- Ability to problem solve.
- Have genuine care for co-workers, interns, volunteers, patrons and audiences.
- Strong staff management skills – ability to establish and maintain a positive work environment.
- Ability to artfully manage time in a fluid, fast-paced environment.
- Working knowledge of programs and softwares that manage information (Google Suite, Word, Excel).

To apply:

Due to the dynamic nature of the position, the application process is as follows:

- Submit a 1 page letter of interest, outlining how your previous work/life experience relates to the elements of the job listed below. Send to alice@tcataos.org.
- Selected applicants will be scheduled for a phone conversation.
- Selected applicants will be scheduled for two, 2.5 hour paid work sessions.