Position: Technical Director

Employer: Texarkana Regional Arts and Humanities Council, Inc. (TRAHC, Inc.)

Location: Texarkana, USA (border of Arkansas and Texas)

The Texarkana Regional Arts and Humanities Council, Inc. (TRAHC) is seeking applicants for the position of Technical Director, with primary responsibilities involving presentations in the city-owned beautiful, historic, Perot Theatre, but also including presentations in alternate venues.

The Perot Theatre is a beautiful restored 1924 proscenium theatre operating as a Performing Arts Center and rental facility; TRAHC manages the theatre for the city, presenting the 31st season of touring Broadway, music, dance, theatre and more. The Perot Theatre is the only theatre highlighted in the Architecture and Travel brochure of the Texas Society of Architects/AIA.

Incorporated in 1977, TRAHC is a private non-profit Local Arts Agency serving a 100-mile radius in four states. TRAHC’s mission is to grow people and community through the arts, which is pursued through myriad leadership programs and services from education to exhibits, supported by both the Texas Commission on the Arts and the Arkansas Arts Council. TRAHC maintains affiliations with the Association of Performing Arts Presenters, the League of Historic American Theatres, the USITT and the Southwest Performing Arts Presenters. (www.trahc.org)

Texarkana is a community that is truly one of a kind, and second to none. It straddles two states, and although one community it has at least two of most everything, except its cultural resources, like TRAHC, which serve to unite the community.

Minimum qualifications include: Bachelors Degree in Theater, Technical Theater, or related field with good (1 - 3 years) experience related to technical systems used in support of stage productions and related events. Six (6) months supervisory experience and experience working in non-profit sector is preferred. Experience in operating and maintaining a hemp fly system is a plus.

Minimum qualifications also include excellent people skills, along with professionalism, courtesy, leadership, problem-solving, even-temper, team player, comfort with ambiguity and creativity.

Full-time, immediate hire.

Responsibilities include:

- Manage the technical aspects of theatre facilities including event load-ins, set-ups, strikes, and use of the facility's sound, lighting, stage and other technical equipment and systems.
- Recruit, organize, manage, and train stagehands, maintaining a "call" list of qualified workers sufficient to crew incoming events. Track and report crew work hours for payroll.
- Coordinate and advance performances and events while ensuring all technical and logistical needs are properly attended to.
- Interact with facility users and renters in the planning, coordination and execution of programs, services and events.
- Supervise the rigging and strike of theatrical lighting, sound and overall stage set up for a variety of productions and events including: touring and local theatrical productions, symphonies, dance recitals, and other presentations and productions.
- Develop, implement and monitor policies to ensure safe work practices and environment in the backstage and stage areas.
- Conduct periodic inspections and inventory of facilities, equipment and supplies.
- And other responsibilities as requested, as part of a positive and productive team pursuing the best for those we serve.

This position will require working irregular hours, some evenings, and some weekends. Interested applicants send resume and references to: Email – rconry@trahc.org   Postal mail – TRAHC PO Box 1171Texarkana, TX  75501.

The Texarkana Regional Arts and Humanities Council is an Equal Opportunity Employer.