

# DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

## JOB DESCRIPTION

**JOB TITLE:** Technical Operations Manager - Kalita Campus  
**DEPARTMENT:** Production - Scenic  
**REPORTS TO:** Technical Director  
**PREPARED DATE:** June 24th 2022  
**CLASSIFICATION:** FLSA: Hourly, Non-Exempt  
**Salary:** \$38,000 to \$45,000

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### **MISSION STATEMENT**

The mission of Dallas Theater Center is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

### **EQUITY, DIVERSITY AND INCLUSION STATEMENT**

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

\*For complete statement, please see final page of this posting

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### **POSITION SUMMARY:**

Dallas Theater Center (DTC) is seeking a Technical Operations Manager to support house technical needs, rental companies and inventory management for Bryant Hall's Heldt Black Box (the Heldt) and the Kalita Humphreys Theater (the Kalita). The Kalita is a historic theater in Dallas with recurring and one off renters, as well as in-house producing needs. This manager is responsible for ensuring proper maintenance of equipment in these spaces, coordination with production departments for repairs and inventory updates, and the safe operation of all onsite technical equipment. Shows and Events (DTC and rental) that take place in the Kalita Campus venues may require overhire production staff; this position will be responsible for assessing those needs and supervising these staff for on site work as needed.

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## **KEY RELATIONSHIPS**

- Technical Director
- Associate Technical Director
- Production Management
- Production Department Heads
- Accounts Payable and Payroll
- General Management and Operations
- People Operations Department
- Marketing Department, Box Office and Front of House Personnel
- Rental Companies and their Representatives

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in the coordination and operation of lighting, sound and stage equipment for the Kalita & Bryant Hall; assists in facilitating venue occupancies and events, and working with respective departments to coordinate technical needs and requests.
- Orient recurring and one off rental company representatives in venue practices and safety procedures associated with the use of the theater's production and technical equipment and ensure guidelines are followed.
- Assists in the maintenance, supply, and repair of equipment, parts, and tools necessary for operation of lighting, sound and stage.
- Serves as site technical supervisor/steward during load-ins, technical rehearsals, shows and events.
- Performs venue condition inspections with recurring and one off renters, both at the beginning and end of their time in the space.
- Confers with and consults with facility users to determine technical requirements for events and serves as a liaison between renters and DTC for technical matters; ensures appropriate technical execution of all contracts, agreements and riders and escalates issues to technical direction, production management and general management when appropriate.
- Supports stage operations and other production departments as appropriate whenever DTC is producing a show or event in the Kalita, including assisting with load-ins, technical rehearsals, running show technical tracks, and striking shows.
- Schedules additional staffing for events as needed, and supervises their performance;
- Performs other related duties as assigned by DTC's Technical Director or other appropriate production department heads.

*This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.*

## **SKILLS, KNOWLEDGE AND ESSENTIAL ATTRIBUTES**

- Technical requirements for shows and events
- Ability to supervise work crews and temporary overhire personnel
- Ability to train and orient overhire personnel staff, recurring renters and one off renter representatives
- General knowledge of safe theatrical working practices, including rigging
- Knowledge of theatrical lighting and video are beneficial
- Able to sit, stand, and squat for extended periods.
- Comfort working at heights and enclosed spaces.

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- Able to team lift up to 50lbs.
- Able to work quickly in a dynamic and fast-paced environment.
- Able to comfortably work in dim/dark environments.
- Basic accounting practices
- Prioritizing work and performing multiple tasks
- Coordinating and overseeing events
- Repairing and operating various production equipment
- Monitoring budgets
- Coordinating production elements
- Solving problems
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc.

## **EXPERIENCE RECOMMENDED**

- An equivalent combination of education and experience typically gained from undergraduate education in technical direction, theater production, performing arts or a related field, with a broad working knowledge of theatrical lighting, audio, video and stage equipment, including rigging and safety.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please submit resume and cover letter via email to [hr@dallastheatercenter.org](mailto:hr@dallastheatercenter.org) with **Technical Operations Manager** in the subject line.

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## **ABOUT DALLAS THEATER CENTER**

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a six-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; education programs, including the Award-winning Project Discovery and a significant partnership with Southern Methodist University's Meadows School of the Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

## **ABOUT THE DALLAS COMMUNITY**

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life. Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyly Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

## EQUITY, DIVERSITY, AND INCLUSION STATEMENT

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.