

Bainbridge Performing Arts (BPA)

Assistant Technical Director - Position Description

This position description outlines the duties and responsibilities of the Assistant Technical Director/Facilities Manager (ATD) at Bainbridge Performing Arts. The ATD is responsible for providing technical assistance to support various performances and events, and facilities management of The Buxton Center. This is a part-time (0.5 FTE) exempt position.

Mission of Bainbridge Performing Arts

BPA promotes appreciation of and participation in the performing arts to build, educate, and inspire our vibrant, creative community.

We envision an inclusive and connected community in which we spark joy and change lives by creating a “brave space” for the pursuit of equitable, creative, and educational experiences.

At BPA, we value imagination, diversity, accessibility, transparency, inclusion, sincerity, respect, equity, equality, joy, responsibility, and leadership in the course of our creative exploration of the performing arts. We believe unequivocally that Black lives matter.

The Buxton Center

BPA’s building, The Buxton Center, is undergoing a major remodel, scheduled to complete in September 2023. The remodel includes the addition of a brand new Studio Theatre space, and the organization’s first production in the remodeled facility will take place in October of 2023.

Duties and Responsibilities of the Assistant Technical Director/Facilities Manager

The ATD serves as one of BPA’s key professional representatives. The ATD’s primary responsibilities are to manage rentals of the studio space, deliver technical support to performance events in the studio, provide production assistance to the Technical Director, and provide facilities maintenance for the Buxton Center. The ATD works to strengthen the stewardship-based culture of BPA and further its mission by working directly with volunteers, artists, BPA staff, and other groups, as required for projects designed to support the organization.

Reporting Relationship

The ATD reports to the Executive Director, Production Manager, and Technical Director . Occasionally, volunteers may report directly to the ATD.

Scope, Authority, and Expectations

Studio

- Effectively manage the administration and operation of all rentals of BPA's Studio space.
- Determine the necessary technical supports for lighting, sound, video, staging, and other technical needs for events and performances presented in the Studio, in accordance with BPA scheduling, resources, and guidelines.
- Proactively communicate with Studio renters to ensure expectations are managed positively and effectively.
- Draw up rental contracts and support renters in their use of the facilities.
- Act as the point of contact for Studio renters, responding to enquiries in a helpful and effective manner, nurturing relationships whilst generally representing BPA in such a way that reflects the values of the organization.
- Proficiently operate all theatrical technical systems in the Studio.
- Oversee all technical elements and operate the lighting and sound board (or arrange board operation) for all Studio performances, including rentals and BPA-led events.
- Other duties as assigned by the Executive Director, Production Manager and/or Technical Director, pertaining to operations of the Studio.

Production

- Assist Technical Director with scenic construction for Mainstage and Theatre School productions, ensuring design, safety, budget, and schedule requirements are met.
- Assist with technical needs for BPA's annual gala and act as a consistent community steward to further the community's interest and support of BPA.

Facilities

- Arrange or perform maintenance of The Buxton Center facility systems, ensuring the highest possible standards are maintained across the facility.
- Assist the Executive Director in budgeting for planned and unexpected facility needs.
- Manage regular contracted facilities maintenance, such as cleaning services, to support the efficient operation of the facility.
- Effectively communicate all facilities-related information and updates to relevant staff.
- Maintain inventory of all Studio equipment and supplies.

Other Duties as Required

- The ATD is a core member of the BPA staff and will be required to attend and contribute to regular all-staff meetings.
- The ATD should, within reason, be prepared to adapt to fluid situations and attend to occasionally divergent needs to maintain a well-organized environment.

Remuneration and Benefits

- Remuneration will be as specified in the employment agreement between BPA and the Assistant Technical Director/Facilities Manager.
- The position is part-time (0.5 FTE) exempt with a salary range of \$30-35k annually.
- Eligible for health benefits through the BPA group health plan.
- Unlimited vacation and paid holiday time off when properly arranged and scheduled.

Qualifications

- 2 years experience in scenic construction/building and facility maintenance is preferred.
 - Proficiency with shop tools.
 - Computer drafting software and skills are a plus.
 - Please provide photos of previous work upon application.
- Ability to perform minor repairs and preventative maintenance on equipment.
- Exceptional organizational skills, and ability to work independently and take ownership of work.
- Excellent interpersonal and communication skills, ability to work well with colleagues and the public whilst employing tact and patience.
- The ATD must be able to maintain irregular and extended working hours determined by the schedule of events they support.
- Ability to lift, push, or pull objects up to 100 pounds using appropriate tools.
- Must consistently demonstrate exemplary personal integrity and a professional demeanor at all times when on BPA premises and in the community generally.