



HUGO MEDRANO, PRODUCING ARTISTIC DIRECTOR  
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## **GALA Hispanic Theatre Technical Director**

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The Technical Director (TD) supervises all technical needs for GALA including the daily responsibility for the technical operations of the theater, including lighting, sound, set construction, projections and coordinating necessary maintenance. This position will also coordinate with the Production Manager and Facilities/Rental Manager, the use of the GALA Theatre, lobby, and workshop space as a vehicle for community outreach and generating earned revenue. This is a fulltime position, with nights and weekends as well as on call responsibilities to help trouble shoot Technical issues as needed.

### **Responsibilities and Duties:**

1. Works with Producing Artistic Director, Associate Producing Director and Production Manager in identifying and meeting technical needs for all GALA main stage, GALita, presenting, and Paso Nuevo productions.
2. Planning, staffing, and supervision of construction, load-in, and strike of all productions in accordance with production budget.
3. Oversees and assists with set construction, load-in and strike.
4. Purchasing of show material, consumables and supplies for all production departments, as necessary.
5. In coordination with Facilities Manager responsible for the maintenance and supervision of the venue and all equipment. Including lighting, sound, projection, and translation devices in conjunction with Master Electrician and Lead Sound Technician.
6. In conjunction with Facilities Manager, orients facility renters and visiting productions to safety, technical characteristics, and other areas of facility operations.
7. Assists with the preparation and control of production budgets.
8. Works with the Production Manager to facilitate long-term organization and maintenance projects during show runs and slow periods.

### **Required Skills and Experience:**

1. 2 years experience in Technical Direction.
2. Experience staffing and leading crews.
3. Ability to execute administrative duties associated with technical needs.
4. Maintain relevant records and document expenditures.
5. Ability to read theatrical drawings.
6. Proven build experience in stage carpentry.
7. Rigging and mechanical/structural design skills.
8. Must be able to work independently and have strong time management skills.
9. Familiarity with Vectorworks and/or other relevant design programs.
10. Ability to lift 70 lbs.
11. Valid Driver's License.

**Desired:**

1. BA or BFA in Technical Theatre or equivalent experience
2. Proficiency in Spanish
3. Familiarity with theatrical sound and lighting systems

**Reporting:**

1. The Technical Director is under the supervision of the Production Manager- yet reports ultimately to the Producing Artistic Director and Executive Director.
2. The Technical Director will meet with the Production Manager on a weekly basis and with Producing Artistic Director and Associate Producing Director for long range planning and evaluation purposes.

**Compensation:**

\$40,000 annual salary, paid vacation, paid sick leave, health insurance partial reimbursement.

**To Apply:**

Please send cover letter, resume, and 3 references to [info@galatheatre.org](mailto:info@galatheatre.org). No phone calls please. Position to be filled ASAP with a start date of July 1, 2022. Position is year-round, full-time.

**COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION**

As an organization, GALA Hispanic Theatre is committed to a diversity program that attracts, develops, respects, motivates, and retains highly skilled people without regard to race, ethnicity, gender, disability, personal background, religious beliefs, sexual orientation, or education. Founded by artists of color, the organization seeks diversity of board, staff, performing artists, teaching artists and technicians to create a dynamic work environment that fosters creativity and excellence, with the underlying belief that differing points of view, different cultural frames of reference, and a broad range of life experiences bring a vital energy to the workplace. GALA seeks to ensure that people of color are in decision-making positions within the organization and that our programming reflect our commitment to our community and our values of equity, diversity, and inclusion.