

Job Description: Technical Director
Muckenthaler Cultural Center



WORK SCHEDULE- Part-time. Most events are Thursday evenings with occasional events on other evenings and approximately 5 weekends per year.

JOB SUMMARY

The Muckenthaler Center is looking for a person to fill the position of Technical Director for approximately 65 annual concerts, performances, festivals, and other events. Most take place in our 300 seat outdoor amphitheater. But others occur at different locations on our 8 acre property.

DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Act as main liaison with visiting performers: get their riders and stage plots, determine their needs
- Prepare the stage for sound check and/or rehearsal
- Be present at live performances.
- Schedule the tech crew for individual shows
- Evaluate the performance of each crew member
- Responsible for the upkeep and performance of the stage, the surrounding area, and all associated equipment
- Other related duties as required

QUALIFICATIONS

- 2 years work experience and expertise in all aspects of physical production including lighting and sound
- College education a plus, but not required
- Understanding of technical production for various art forms
- Work well with public, staff, and visiting artists – have a proven ability to work effectively with persons of diverse backgrounds and abilities. Demonstrate a commitment to equity.
- Be able to work a flexible schedule
- Be able to effectively manage multiple complex functions and achieve goals and objectives
- Be able to work independently, under pressure and handle multiple projects simultaneously
- Have strong verbal and written communication skills in English
- Familiarity with MS Office Programs, Google Docs, Gmail
- Ability to complete assigned tasks within identified timeframes
- Positive attitude, flexibility and problem solving mentality.
- Bilingual Korean or Spanish a plus

STIPEND

DOE

APPLICATION PROCEDURES

Please email your resume and cover letter and direct all questions to:

Janette Pyun, Chief Operations Officer: janette@themuck.org
Muckenthaler Cultural Center, 1201 W. Malvern Ave., Fullerton, CA 92833
714-738-6595 xt 103, Fax 714-738-6366

DISCLAIMER This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).