



**Our Mission:** We create, perform, teach and promote dance as an essential and inspiring element of our community.

**Our Vision:**

Nashville Ballet is an accessible and inclusive organization that creates community through excellent and innovative dance and dance education; is recognized locally, nationally, and internationally for artistry, community engagement, and financial sustainability; and is a rewarding and satisfying place to work.

**Our Enduring Values**

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

**Nashville Ballet Diversity Statement:**

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including: race, gender, age, socioeconomic status, special needs, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

*Nashville Ballet provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**Job Description for Technical Director**

Reports To:	Director of Production
Area of Responsibility:	Artistic/Production
Wage Classification:	Exempt
Compensation:	\$55,000

**Position Summary:** The Technical Director's primary responsibility is to oversee the technical and scenic aspects of productions including, but not limited to, lighting, audio, video, carpentry and props in a collaborative and supportive way with the Director of Production, Production Stage Manager, Master Electrician, Properties Master and Costume Shop Director. Additionally, this position manages the department budget for the hourly technicians, both union and

non-union, associated with the construction and implementation of those specific areas of production. The Technical Director in coordination with the Director of Production and production team members, manages all aspects of the productions for the main company, second company and School of Nashville Ballet.

#### **Essential Functions and Responsibilities:**

- Determines needs, hires, and manages all load-in, load-out, and running crews for all ballet productions, including the coordination of crewing needs with venues in conjunction with the Director of Production.
- Provides leadership and supervision in conjunction with the Production Stage Manager, for the Assistant Stage Manager, Properties Master, Master Electrician and all hourly production employees including IATSE, when working in the NB Warehouse, studios, and performance venues.
- Directs the load-in and load-out of all NB performances including arranging all drayage. In conjunction with the DP and Production Stage Manager, the TD will direct the running of all backstage elements as they relate to the production. It is understood that the goal of the TD shall be to help create and maintain the “vision” of the Artistic Director, choreographer, and designers on stage while providing a safe working environment for the dancers, guest performers and crew.
- Operates, maintains and safeguards the technical assets of Nashville Ballet, including supervising the use of sets, props, lighting, sound and audio visual equipment within the Nashville Ballet facilities when in the rehearsal and production process.
- Maintains communication with the Production Stage Manager, Master Electrician, Properties Master and Wardrobe Coordinator about the technical needs for the shows being produced by Nashville Ballet throughout the entire staging and rehearsal period.
- Draft plan for and construct sets and props – including purchasing of materials and assigning labor as needed for set, prop and stage construction.
- Responsible for technical aspects including sets, props and lighting, for NB Company, NB2 and SNB performances needing technical support and other productions or events as assigned, within the guidelines established by the Director of Production.
- Assist in the preparation of all paperwork, equipment and theater requirements as needed by the DP including but not limited to: drafting, line schedules, crew schedules, venue riders.
- Attendance at production meetings and enough studio rehearsals to have a working knowledge of the performances; attendance at all technical rehearsals and performances.
- Manage in collaboration with the DP the ongoing organization and maintenance of warehouse & props including maintaining a working inventory of production assets. Responsible for the ordering and inventory of consumables and specialized equipment and supplies for production needs.

#### **Secondary Functions and Responsibilities:**

- In conjunction with the Production Stage Manager, serve as representative for the Director of Production when they are working offsite. This includes at the Martin Center and at performance venues.
- Assist in the management of incoming and outgoing rental of sets, props and costumes.
- After communicating with the artistic team and Production Stage Manager, makes sure tht all scenic needs for a production requested for rehearsal in the studios are available or make alternative arrangements for rehearsal items to be created and used.
- Makes recommendations to the ballet leadership regarding capital purchases of technical and safety equipment.
- Works with the Master Electrician and Properties Manager to monitor and maintains the condition of technical equipment including lighting, sound, scenery, props and rigging within the budgetary constraints. Schedules with the Master Electrician and Properties Master any preventative maintenance on equipment needed and arranges for crew to assist.
- In conjunction with the Production Stage Manager, assists dancers with backstage needs in the Martin Center and in the performance venues.

- In conjunction with the Facilities Manager and Properties Manager, maintain the studios to operational standards. Responsible for scheduling the maintenance of dance floors in studios and touring floors throughout the fiscal year; and engaging with dancer reps to address issues or barriers throughout contracted period.
- Advancing, set-up and strike, and overseeing the execution and needs of Lecture/Demonstrations and other special appearances by the Company as assigned by DP or Director of Artistic Operations.

**Physical Demands:** The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to handle, feel, talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is frequently required to sit and occasionally stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally move up to 75 pounds. The employee may also expect to move larger loads only under proper safe working conditions.

**Work Environment:** The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is usually moderate to loud.

### **Work Requirements and Qualifications**

1. Education: Minimum of BA in theater or similar arts education or considered to be an expert in this field.
2. Knowledge, Skills, and Abilities:
  - Working knowledge of stage safety, set construction and lighting equipment
  - Ability to draft, read, comprehend and interpret working drawings and light plots.
  - Carpentry and rigging skills and basic stage lighting and sound knowledge.
  - Ability to work efficiently and effectively with others.
  - Ability to work collaboratively and supportively with colleagues both in Production and Wardrobe and on the Nashville Ballet staff in general.
  - Ability to direct a stage crew (both union and non-union) and communicate effectively the requirements of each production.
  - Ability to drive a 24' non-CDL box truck with a lift gate.
3. Experience: minimum of 3 years technical director or manager in an associated theatrical field
4. Equipment: Knowledge of hand tools, power tools, personnel lifts and their safe use. Basic knowledge of general office equipment including computer, phone, copier, etc.

**Disclaimer Statement:** This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate description of the current job, or to require that other, or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

### **To Apply:**

Please send your cover letter and resume to [careers@nashvilleballet.com](mailto:careers@nashvilleballet.com) with "Technical Director" in the subject line. No phone calls, please.