

**PACIFIC NORTHWEST BALLET**  
**JOB DESCRIPTION**

DEPARTMENT:            Production

JOB TITLE:             Director of Production/Technical Director

REPORTS TO:           Artistic Director

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Pacific Northwest Ballet values inclusion, diversity, equity, and accessibility (I.D.E.A.) as guiding organizational principles. We seek to reflect and embrace our community, and provide a welcoming and inclusive environment where artists, audiences, students, staff and volunteers of all backgrounds learn, collaborate, and participate for the benefit of all.

**SUMMARY**

The Technical Director is responsible for the planning, management, and supervision of all stage and rehearsal work associated with mounting and running of PNB productions. This includes management of Production Department staff and stagehands, and collaborating across departments.

**RESPONSIBILITIES**

- Act as supervisor for Production Department employees including Production Stage Manager, Stage Manager, Resident Lighting Designer/Production Coordinator, Stage Crew Department Heads, Assistants, Painters, and over-hires
- Support Production Department employees as well as those of other departments, when necessary
- Act as supervising liaison to McCaw Hall, and other venues in which PNB performs, and venue staff in all aspects of its technical operation relative to PNB
- Budget for all expenses traditionally attributed to a theatrical Production Department, excluding costume expenses; budgeting done in collaboration with Artistic Director, Executive Director, and CFO
- Make decisions regarding expenses and their distribution within the year's budget, including purchase of equipment and supplies for productions
- Conduct annual inventory review of existing scenic elements with Artistic Director and Executive Director
- Operate, maintain, and safeguard technical assets of the theater, including supervising use of lighting, sound, communications equipment, and use and maintenance of stage facilities
- Monitor condition of equipment including scene shop machinery, lighting, sound and rigging equipment, and dance floors; arrange for repair and replacement within budgetary constraints, perform preventive maintenance on equipment
- Maintain current knowledge of all equipment and supervises training on all equipment
- Develop, implement, and monitor policies to ensure a safe work environment in backstage and stage areas and warehouse/sceneshop
- Communicate with Light, Set, Sound, and Projection designers to arrange for their services and obtain the rights to their intellectual and artistic property
- Negotiate terms with designers and draft contracts that lay out those terms
- Negotiate timelines with designers and communicate timelines and their completion to relevant PNB staff
- Work as primary source of contact with designers
- Consult, coordinate, and negotiate with designers and choreographers to achieve reasonable and satisfactory design decisions within budget parameters
- Design scenery or assist choreographers in designing scenery for ballets for which designers have not been assigned
- Together with production crews and stage managers, prepare for performance runs by creating and disseminating information relevant to the given production
- During preparation and construction of shows, facilitate and organize personnel and systems through creation of line set schedules, drawings, and other information
- Together with Production Stage Manager make decisions on production schedules
- Oversee builds of scenery and props all productions
- In consultation with Head Carpenter determine over hire needs for performance runs

- Together with Head Carpenter and Head Fly Person determine the appropriate method for rigging and building productions
- Manage operations of warehouse/scene shop, including during build/prep and non-build/prep periods
- Act as liaison to the landlord and property manager of the warehouse/shop building
- Consult with production department of the presenters at possible tour venues in planning and execution of PNB productions on tour
- Seek out packages inclusive of scenery, props, and costumes for existing shows owned by other companies; negotiate rental or purchase of those goods for PNB
- Arrange all scenery and costume combination rental requests of PNB-owned shows by other companies and draft rental agreements between PNB and those companies
- Arrange, negotiate, and execute freighting needs of scenic elements
- Repair and maintain audio playback systems in PNB dance studios. Facilitate execution of improvements to PNB studios and warehouse/shop buildings and equipment within
- Oversee technical aspects and agreements of co-production with other companies
- Lead regular department meetings
- Conduct annual performance reviews with staff
- Other duties as they present themselves

### QUALIFICATIONS

- 3-5+ years directly relevant experience
- Demonstrated experience in personnel management
- General knowledge across multiple technical disciplines in production of live theatre, ballet experience a plus
- Exceptional project management and organizational skills; attention to detail critical
- Strong leadership, communication and team building skills
- Professional and resourceful, with the ability to work independently and with a team and to instill in others the desire to work independently and collaboratively
- Take initiative and manage deadline-driven tasks and projects simultaneously
- Effective and timely decision making
- Understand need for a high degree of safety among personnel and systems in production department
- Demonstrated relationship management skills and ability to establish rapport with team of stage crew and stage managers
- Proficient in AutoCAD or similar drawing program, Excel, Outlook, Word, etc.

**Pay Range:** \$105,000 – 125,000 year; Salaried, Exempt

**Benefits:** This is a full-time, benefits eligible position. Go to <https://www.pnb.org/aboutpnb/employment/pnb-perks/> for more information

**Season Includes:** 6 programs of mixed reps or full lengths, Family Matinee, School Performance, Next Step, Galas, Touring, and School related performances

Pacific Northwest Ballet recognizes the historical and present inequities in ballet and is committed to shifting the culture in our Company and artform through meaningful action and reflection. We strive to be an arts organization that reflects our community and is relevant, accessible, and welcoming to everyone.