

**Musical Theatre Southwest is hiring for a part-time, independent contractor**  
**TECHNICAL DIRECTOR**

Please send letter of interest and resume to the Theatre Manager, Theresa A. Carson, at [tm@mstabq.org](mailto:tm@mstabq.org).

DEADLINE: Friday, May 6, 2022

**Company Description**

Musical Theatre Southwest strives to produce quality entertainment in New Mexico. We produce 4 - 6 musicals a year, as well as a youth camp with a production in the summer. We provide educational opportunities to the community through exploration, guidance, and training in all aspects of musical theatre. We promote a lifetime love of the arts. MTS is a 501(c)(3) non-profit organization.

**Position Summary**

We are looking to hire an Independent Contractor for our organization for the remainder of our 2022 season. This position of a Technical Director is to provide technical support to MTS productions, and to maintain the operation and organization of technical equipment as well as the technical and operating storage spaces.

**Job Responsibilities**

- Provide support to the designers, builders, engineers, technical crew, etc. so that the technical aspects of each production are completed by the deadlines and in a professional and safe manner
- Attend production meetings when applicable
- Attend and oversee technical rehearsals for each production
- Attend and provide leadership for the strike of the technical elements of each production
- Maintain and update the inventory and assessment of the technical equipment
- Coordinate and oversee the repairs of equipment as well as the purchase and receiving of new equipment
- Maintain and update the database of technical manuals
- Maintain the organization and cleanliness of technical spaces

**Minimum Requirements**

- A graduate, or one seeking, an A.A.S., A.A., or B..A degree (or higher) in Technical Theatre or Theatre Arts; or an equivalent of experience in working in technical theatre (including higher education, community theatre, and/or regional theatre)
- Basic knowledge in all aspects of technical theatre, including lighting, sound, set construction, projection
  - If expertise is lacking in one or two areas, then we are looking for someone who is willing to do the work and research to learn

- Ability to meet deadlines, as well as inspire and motivate others to adhere to deadlines
- Professionalism

### **Desired Qualities**

- Passion for the arts
- Project management and organizational skills
- Ability to handle multiple deadlines and/or conflicts in potentially high pressure situations with a friendly and calm demeanor.
- Creative problem-solving skills
- Highly motivated, self starter
- Flexibility and patience
- Skills with Google Suite

### **Schedule/Hours**

- Hours vary depending on the Production Calendar throughout the year
- Hours will increase approximately 2 weeks leading up to opening night of each production, the day of strike at the close of each production, and the week following strike
  - Schedule is dictated by the Production Calendar and will be mostly evenings (daytimes occasional and during weekends)
- For months with no productions in tech or performance, hours will decrease significantly and duties will be relegated to attending production meetings (when your attendance is required), following up with technical equipment repairs or purchase (when applicable), and keeping technical spaces clean and organized.
  - Schedule is flexible here and can be self-determined (except for meetings)

### **Diversity, Equity, and Inclusion**

Who you are and where you are from matter. We care about what makes you different and embrace those differences as strengths. Musical Theatre Southwest is committed to welcoming all people to our theatre. Your race, ethnicity, gender, sexual identity and age are the very essence which make you who you are, and we want you working with our organization.

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