



To be a leader in promoting artistic offerings to our increasingly diverse community with an emphasis on fostering a cooperative spirit to positively impact the local economy and community.

Technical Director

The Performing Arts Center Authority is seeking a Technical Director for the Aventura Arts and Cultural Center (AACC). The Aventura Arts and Cultural Center opens this summer and will be a 325 seat high-tech facility.

Essential duties and responsibilities:

- Will be responsible for the supervision of department staff, including recruitment, coaching, training, and career development.
- Will organize, plan, and execute events as needed to ensure that the event is implemented smoothly and completely.
- Will meet with potential tenants for tours of facility and production advance.
- Will provide technical supervision during events to ensure the proper and effective execution of the event requirements.
- Will schedule and supervise backstage activity and be responsible for delegating technical responsibilities.
- Will create daily and weekly schedules for the stage crew taking into account show needs and budgetary needs..
- Will set-up and operate all theater systems as needed.
- Will be responsible for acquiring and disseminating of all necessary technical, production, and departmental information essential to ensure the successful execution of each event assigned.
- Will consult with appropriate departments to prepare estimates of personnel, equipment, and material needs for various events with related expenses.
- Will maintain an inventory of all production equipment, including lighting instruments, gel, gobos, microphones, speakers, cables, and related gear.
- Will provide administrative support, including filing, maintaining office equipment, placing orders for equipment with the approval of the General Manager, answering the telephone, etc.

Required knowledge, skills, and abilities:

- Knowledge of and skilled in all areas of theater, dance, and concert production and processes.
- Able to supervise all aspects of a department.
- Able to manage and resolve unexpected situations on a regular basis.
- Able to maintain and operate lighting, sound, and rigging equipment.
- Able to operate theater systems and stage managed events.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Able to effectively and efficiently multitask, set priorities, shift priorities, and adapt to changes in situations.
- Able to communicate effectively, both verbal and written, in English.
- Able to handle physical effort by lifting up to 50 lbs, walking, and standing.
- Able to work a flexible schedule, including nights, weekends, and holidays on a regular basis.

Required education and experience:

BA/BS: Theater Production/General/or any equivalent combination of training and experience

If you are an individual with outstanding leadership and management skills, who is eager to become part of a progressive, performance oriented team, please submit a cover letter, resume, list of references (3 minimum), and salary history to: tdaasearch@browardcenter.org. (Resumes should be Word documents attached to e-mails only). Preference will be given to local applicants. **No Phone Calls Please!** PACA encourages minority participation and is an Equal Opportunity Employer. Resumes received until position is filled. Failure to follow job ad submission instructions may result in elimination of further consideration.