



The **Technical Director** supports the General Manager of the Aventura Arts and Cultural Center (AACC) by providing excellent technical, production, and customer service.

RESPONSIBILITIES

- Supervision of department staff.
- Organize, plan, and execute all aspects of any event as needed.
- Manage events by making decisions regarding technical emergencies, AACC emergencies, safety, financial interests of the client (internally or externally), and/or financial interests of AACC, PACA, and the City of Aventura.
- Meet with potential tenants for tours of facility and production advance.
- Advance performances as assigned, i.e., identifying technical needs, creating crew schedule, executing all necessary logistical details, etc.
- Provide technical supervision during events to ensure the proper and effective execution of the event requirements and the satisfaction of the user.
- Create schedules for the stage crew.
- Set-up and operate all theater systems as needed.
- Authorize, in consultation with the General Manager, all stagehand payrolls, equipment maintenance service orders, and related invoices and check requisitions.
- Responsible for acquiring and disseminating of all necessary technical, production, and departmental information essential to ensure the successful execution of each event assigned.
- Consult with appropriate departments to prepare estimates of personnel, equipment, and material needs for various events with related expenses.
- Maintain an inventory of all production equipment.
- Provide administrative support.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and skilled in all areas of theater, dance, and concert production and processes.
- Supervise all aspects of a department.
- Manage and resolve unexpected situations on a regular basis.
- Provide technical estimates to users.
- Maintain and operate lighting, sound, and rigging equipment.
- Operate theater systems and stage managed events.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Work independently and as a member of a team.
- Provide excellent customer service.
- Communicate effectively, both verbal and written, in English.
- Handle physical effort by lifting up to 50 lbs, walking, and standing.
- 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 interested in this opportunity, please submit your resume to:
techdsearch@browardcenter.org.