



The Jewish Community Center is seeking a **Technical Director, Theatre and Facilities** to join our Cultural Arts team. This full time, benefited position is primarily located at our Creve Coeur location though on occasion may need to work at our Chesterfield site. Candidates for this position must be able to work a flexible schedule in support of theatre productions and events at the JCC which will include days, evenings and weekends. Position is expected to start in June 2018.

Purpose: To manage all of the technical aspects of a state-of-the art facility including our Black Box Theatre. Responsibilities will include technical work for the entire JCC including the New Jewish Theatre, Youth Theatre, Theatre Unlimited, facility rentals and other departments' special events.

Essential Functions:

For New Jewish Theatre

- Perform all set construction.
- Work with scenic and lighting designers to facilitate set construction utilizing Auto Cad throughout the design and construction process.
- Manage construction budgets in consultation with supervisor.
- Sourcing and purchasing required supplies and materials for construction (lumber, paint, etc.).
- Keeping organized inventory of theatre supplies and materials.
- Provide assistance with lighting hang and focus.
- Supervise other technical part time staff as needed.
- Maintain inventory of off-site props and set material storage.

For Youth Theatre and Theatre Unlimited

- Supervise and assist with set construction in consultation with Youth Theatre Coordinator and their production team.
- Assist with lighting and sound installation for performances.
- Assist with sourcing materials and supplies.

For JCC events and rentals

- Hang, focus, and run lights. Design and or assist with design as necessary.
- Set up and run sound.
- Supervise other part time staff to run events as needed.
- Interface with JCC program staff as needed for technical needs of programs and events.

General Responsibilities

- Hire, train and supervise qualified part time technical staff (set construction, lighting and sound) to help as needed with theatre productions and other JCC events.
- Maintain and manage inventory of theatre shop supplies.
- Maintain theatre shop equipment in good working order.

- Maintain and manage inventory of all lighting and audio supplies
- All other duties as assigned by supervisor

Qualifications:

- College degree in related field.
- Three years of related professional technical theatre experience preferred.
- Advanced carpentry skills are required.
- Knowledge of and demonstrated implementation of safe theatre practices required.
- Knowledge of and capability to utilize auto CAD design programs is required.
- Knowledge of and capability to utilize power tools (saws, drills, compressor, etc.) is required.
- Familiarity with current audio and lighting technology is required.
- General computer literacy including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Able to lift objects not to exceed 50 pounds.
- Able to climb and work with the use of a ladder up to 25 ft in elevation.
- Must be able to accommodate a flexible schedule in support of the above events which will include days, evenings and weekends.

For additional information about the JCC, please see our website www.jccstl.org

To apply for this position, please submit your resume, cover letter and completed JCC application to careers@jccstl.org . Please place the title of the position you are applying for in the subject line of your email. The JCC's employment application is available for printing from the employment section of our website. Note that this is not an online form.

The JCC is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.