

# BAY STREET THEATER

## **Bay Street Theater TECHNICAL SUPERVISOR Job Description (August 2017)**

*Bay Street Theater & the Sag Harbor Center for the Arts is a year-round, not-for-profit professional theater and community cultural center which endeavors to innovate, educate, and entertain a diverse community through the practice of the performing arts. We serve as a social and cultural gathering place, an educational resource, and a home for a community of artists.*

Summary Statement: The Technical Supervisor works to advance Bay Street Theater as part of a coordinated producing team. The Technical Supervisor reports to the General Manager and works closely with the Associate Producer/Company Manager. The position requires a comprehensive basic knowledge of technical theatre operations and well-honed interpersonal and communication skills. The post requires regular evening and weekend work in conjunction with BST's performance calendar.

## **I. RESPONSIBILITIES**

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### **Overview**

Bay Street Theater (BST) strives to be a home to the East End's performing arts community, as well as a professional LORT summer theater festival. The Technical Supervisor organizes the technical requirements for all off season events, including stage setup, lighting requirements, and related production functions for events including but not limited to touring and local theatrical productions, recitals, film screenings, musical concerts, and comedic acts. The Technical Supervisor is responsible for exemplifying customer service to visiting performers and designers to make each artist's experience at BST smooth and efficient.

The Technical Supervisor's general responsibilities include:

- Off Season Technical Supervision & Coordination
- Literature Live Technical Supervision
- Technical Equipment Management
- Facilities Management
- Summer Season Technical Assistance TBD

### **Off Season Technical Supervision & Coordination**

The Technical Supervisor plays a leadership role in establishing and maintaining the BST production culture and maintains primary focus on mission-driven use of space by the nonprofit community. This position is responsible for all aspects of the technical operation of BST, provides technical expertise and support to all users, crew hires, and artists performing at the theater, and is responsible for the efficient, safe and economical use of resources.

Specific responsibilities include:

- Operate, maintain, and safeguard the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities
- Determine, design, and setup the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for off season events and performances presented at BST
- Operate lighting and sound systems for off season events; Assist in recruiting and training of volunteer or paid technical staff for individual shows as needed
- Supervise and assist with set and stage construction and management
- Orient facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitate the use of the technical facilities by the resident company and others engaged by or renting the facility
- Coordinate equipment rentals for off season performances and rentals as needed
- Ensure that the technical operation of the theatre is always safe and complies with current legislation and industry standards
- Ensure a consistently high standard of technical support to visiting companies and artists
- Lead or assist as required with off season pre-rigging, load-ins, and load-outs
- Liaise with House Manager on operational matters during performances

### **Literature Live Technical Supervision**

The Technical Supervisor plays a role in bringing BST's annual Literature Live production to fruition.

Specific responsibilities include:

- Create and adhere to build schedules, order materials, and draft working drawings
- Act as a liaison between department heads within production, designers, director, and producer
- Regularly meet with all production department heads to coordinate schedules, track budgets, and determine personnel
- Ensure that designs are timely and meet with department heads to determine feasibility in terms of budget and time constraints
- Coordinate load-in schedule with department heads, designers, stage manager, and director
- Coordinate all transportation of lighting, props, costumes, scenic elements, and rental equipment

### **Technical/Production Equipment Management**

The Technical Supervisor has primary responsibility for managing the physical inventory of equipment at BST and its shop. S/he establishes and enforces policies and practices that ensure the highest levels of safety and responsible usage.

Specific responsibilities include:

- Establish and administer equipment maintenance timetables and checklists that ensure technical equipment is properly maintained in good working order, that equipment is regularly tested, and that replacement equipment and stock is ordered as needed
- Maintain shop equipment tools, stock, and shop vehicles

- Organize crews and assist in pre-season maintenance and projects (house lights, shop renovations, building renovations, etc)
- Assist in building maintenance responsibilities

### **Facilities Management**

Specific responsibilities include:

- Organize and direct all facilities maintenance activities for the BST building and grounds
- Develop, implement, and monitor maintenance programs and procedures
- Assist in the development of the facilities annual budget; Assist General Manager in planning for the acquisition of capital equipment and capital improvements
- Work closely with other departments to ensure the facilities are maintained to a high standard
- Establish and implement preventive maintenance programs, utility services, and maintenance service contracts within allocated resources - make improvements as required
- Provide leadership and training to staff for continuous improvement in operations, maintenance, security, health and safety, etc.
- Light janitorial duties as required

### **Summer Season Technical Assistance**

The Technical Supervisor will be integrated into the production staff for BST's summer season as skill allows. Exact position within the production staffing to be determined based on skill level.

## **II. OTHER**

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The Technical Supervisor performs other support functions and duties as needed. Bay Street Theater is a growing organization with a small staff. Employees are often called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.