



PLEASE NOTE: A COVID-19 vaccination record card is a job requirement for Performing Arts Fort Worth employees (subject to exceptions required by state and federal law including for religious belief and disability).

**PERFORMING ARTS FORT WORTH, INC.
Assistant Technical Director of Lighting**

Performing Arts Fort Worth, Inc., is the non-profit organization that owns and operates the Nancy Lee and Perry R. Bass Performance Hall complex located in downtown Fort Worth, Texas. The 2,042-seat multipurpose Hall is renowned for its superb acoustics, exceptional sight lines and ambience on level with the great halls of the world. The adjacent Maddox-Muse Center, which is part of the complex, includes the 300 seat McDavid Studio, 300 seat Van Cliburn Recital Hall, and various facilities supporting an array of performances and special events as well as providing administrative offices for Performing Arts Fort Worth (PAFW) and the Fort Worth Symphony Orchestra.

PAFW presents national Broadway touring product under the Broadway at the Bass banner, as well as programming that currently includes Broadway Specials, Popular Entertainment, and McDavid Studio Concert Series, and has a robust Children's Education Program.

Bass Performance Hall is the permanent home to four resident companies: Fort Worth Symphony Orchestra, Texas Ballet Theater, Fort Worth Opera, and the Cliburn.

Performing Arts Fort Worth is currently seeking an experienced professional to fill the Assistant Technical Director of Lighting position:

Title: Assistant Technical Director of Lighting
Department: Programming & Engagement Management
Reports To: Production Manager & Senior Technical Director
Date: September 2022
Status: Full Time; Non-Exempt

Essential Functions:

To ensure Performing Arts Fort Worth (PAFW) achieves an optimal work environment and equitable treatment of all, employees are guided by two fundamental directives, the PAFW Operating Principles and the PAFW IDEA Statement, in addition to adhering to other terms and policies outlined in the Employee Handbook.

In addition to upholding to these fundamental directives, the Assistant Technical Director-Lighting, under the direction of the Production Manager & Senior Technical Director, is responsible for providing the technical support necessary to properly satisfy the requirements of

all events at Bass Performance Hall and Maddox-Muse Center. Essential functions include: inspecting house systems for OSHA compliance and assisting with requests for lighting, sound, orchestra ceiling, orchestra pit, portable stages, and backstage operations for performances and events. Also serves as a facility representative; directs and supervises backstage personnel including union and contract labor as needed. Works with Events and Hospitality Services management to ensure efficient coordination and implementation of production needs. Maintains all technical equipment/assets and equipment records for archival and billing purposes.

The Programming & Engagement Management Department encompasses the following functions of the organization: Marketing & Communications, Patron Services (box office & ticketing), Memberships & Sponsorships, Programming, Contracts & Venue Calendar Management, Event Rentals, and Production Oversight.

Education, Experience & Skills Required:

- Minimum B.A. or B.F.A. in technical theater or equivalent combination of education and experience.
- Minimum five years' experience in production, technical theater and/or stage management.
- Knowledge of lighting, specifically ETC equipment, as well as sound and industry related software, consoles and disciplines.
- Demonstrated knowledge of theater production and entertainment technology including: lighting, sound, projection, rigging, carpentry, and properties.
- Proficient in the use of various types of personnel lifts.
- Business software proficient, especially in, but not limited to, Vectorworks, QLab, AutoCAD, Adobe Premiere Pro, Audition, and MS Office Suite.
- Must be flexible to work nights, weekends, some holidays and occasionally work long hours.

Must maintain a positive attitude and influence others to do the same. Must make decisions consistent with organizational policies and goals and responsibly handle confidential information. Must work with accuracy and attention to numerous details and timelines. Strong verbal communication skills are essential to interact successfully with all PAFW staff and a diverse customer base. Ability to work under pressure, consistently providing calm and effective resolution of customer and PAFW staff concerns, requests and/or complaints in a courteous and informed manner.

Supervisory:

Directs and supervises backstage union and contract labor. Coordinates with staff, clients, and production companies to assure that all production/event needs are met.

Position Responsibilities:

Key activities of this position include but are not limited to:

- Proficient in operation and maintenance of ETC lighting systems, included but not limited to consoles, dimmers, spotlights, conventional and moving lights, as well as architectural lighting and Paradigm.
- Assists with maintaining and updating equipment, sound systems, projection, stage rigging, draperies, musical instruments, A/V equipment, and other miscellaneous gear.
- Inspects house systems for OSHA compliance. Performs safety checks on all rigging.
- Provides technical support for all production aspects of performances, rentals and special events, in accordance with client/artists' contracts and riders, and determines when equipment and resources must be outsourced.

- Coordinates and supports technical set-up in all areas for meetings, events, press conferences, etc.
- Oversees safety and security requirements and maintains good relations with constituent organizations, including governmental and regulatory agencies and stagehands, whose jurisdiction and rules pertain to operation of the facility. Enforces safety procedures and correct hazards.
- Provides technical assistance for lighting and/or sound for events.
- Assists with the operation of the lighting or sound console and may be required to operate on occasion.
- Assures that all equipment is accounted for and properly stored after each use.
- Must maintain confidentiality and discretion.
- Must be able to communicate clearly in a variety of situations and environments.
- Other PAFW and departmental duties as assigned.

Please Note:

PAFW is in the business of presenting arts and entertainment. To that end, all employees understand and accept that evenings and weekends are part of our operation. This position requires interacting with the public and being onsite for performances regularly.

This job posting is not written to provide an all-inclusive listing of responsibilities and related activities. Job duties and assignments may change at any time with or without prior notice.

Physical/Visual Activities or Demands:

Physical/visual activities or demands that are commonly associated with the performance of the functions of this position include, but are not limited to:

- Working in close physical proximity to others including co-workers, vendors, and the public.
- Ability to operate typical industry equipment.
- Must be able to work at extreme heights, up to 90 feet.
- Must be able to walk, run, climb stairs and ladders.
- Ability to stoop, crouch, reach, push/pull, load and move equipment; lift 50 lbs. or more.
- Ability to operate assigned office equipment.
- Must adhere to all safety guidelines.
- Clear speech, hearing/listening.
- Clarity of vision and color perception; to bring objects into sharp focus to judge stage setup, color perception and ability to perceive lighting and colors as required for events setup.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated with the performance of the functions of this position include but are not limited to:

- Usual office conditions.
- Some duties outside with possible exposure to inclement weather.
- Exposure to potentially hazardous situations inherently associated with the entertainment industry.

Machines, Tools, Equipment and Work Aids: Representative, but not all inclusive of those commonly associated with this position are: lighting and audio consoles, personnel lifts, common power tools and hand tools, rigging components, computer, printer, copier, fax, radios

and telephone.

If you are interested and meet the qualifications as noted in this job posting, submit your letter of interest and current resume.

Email: careers@basshall.com

Mail:
Human Resources
Performing Arts Fort Worth, Inc.
330 East 4th Street
Fort Worth, TX 76102