



**PERFORMING ARTS FORT WORTH, Inc
Position Posting**

Title: Assistant Technical Director
Department: Programming & Engagement Management
Reports To: Director of Production
Date: April 2025
Status: Full Time; 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 fully supports Production and is responsible for providing the technical support necessary to properly satisfy the requirements of all events at Bass Performance Hall and Maddox-Muse Center.

Education, Experience & Skills Required:

- High school diploma or GED equivalent required.
- Minimum three years' experience in production, technical theater and/or stage management.
- Knowledge of lighting and 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.
- Industry software proficient, especially in, but not limited to, Vectorworks, QLab, AutoCAD, Adobe Premiere Pro, and Audition preferred.
- Advanced proficiency with Microsoft Office, Word, Excel, Outlook and PowerPoint.
- Independent judgment is required to plan, prioritize, and execute a diversified workload.
- Strong leadership skills for effective coordination of all aspects of Production with appropriate PAFW staff and customer base.
- Professional communication skills, both oral and written.
- 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.

Position Responsibilities:

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

- Enforces safety procedures and correct hazards:
 - Inspects house systems for OSHA compliance.
 - Performs safety checks on all rigging.
 - 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.
- Assists with requests for lighting, sound, orchestra ceiling, orchestra pit, portable stages, and backstage operations for performances and events.
- Serves as a facility representative; directs and supervises backstage personnel including union and contract labor as needed.
- Provides technical support for all production aspects of performances, rentals and special events, in accordance with client/artists' contracts and riders.
- Works with all departments to ensure coordination of technical setups in all areas for meetings, events, press conferences, etc.
- Assists with the operation of the lighting or sound console and may be required to operate on occasion.
- Assists with maintaining and updating equipment, sound systems, projection, stage rigging, draperies, musical instruments, A/V equipment, and other miscellaneous gear.
- Ensures that all equipment is accounted for and properly stored after each use.
- Maintains all technical equipment/assets and equipment records for archival and billing purposes.
- 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: HumanResources, Performing Arts Fort Worth, Inc.
330 East 4th Street, Fort Worth, TX 76102