



### **Position Description**

**Position Title:** Lehrer Vocal Institute Technical Director  
**Department:** Artistic Operations  
**Location:** Santa Barbara, CA  
**Status:** Seasonal, Full-Time, Non-Exempt  
**Employment Period:** Part Time Remote; Monday, February 5 - Wednesday, June 19, 2024  
Full Time in person; Thursday, June 20 - Sunday, July 14, 2024

### **Position Description**

The LVI Technical Director (TD) assists the LVI Production Manager (PM) with oversight of all technical production activities in support of the LVI production of Georges Bizet's *Carmen* performing at the Granada theater in downtown Santa Barbara on Friday, July 12 and Sunday, July 14, 2024. The TD actively assists with management and implementation of technical operations and provides administrative support for the LVI Production Department.

### **Position Responsibilities**

Position responsibilities include, but are not limited to the following duties, in addition to other duties as assigned.

- Attend all design production meetings, all onstage rehearsals and performances.
- Assist and advise on all technical production needs for all *Carmen* including analysis of new build and managing bidding with local scene shops.
- Coordinate and supervise under the direction of the PM - all scenic focused crew departments in the theater.
- In collaboration with the PM serve as technical team contact for production.
- Assist with show planning, scheduling, installation and running.
- Provide support on compliance with laws and regulations regarding all licensing, permits, certificates and relevant documentation regarding the technical and production aspects of performances.
- Contribute to the development and implementation of near and long-term technical budgets.
- Work closely with all departments regarding the technical support of other departments' functions as required.
- Assist PM with tracking stage crew hours.
- Implement as directed all professional/production stage labor contracts.
- Assist with all production equipment logistics and transportation logistics.
- Produce drafting and appropriate technical paperwork including all technical drawings such as plans, sections, elevations, rigging points, assembly, and line schedules for all *Carmen*.
- Produce complete archival information, paperwork, backstage photos, and archival photos.
- Assist the Scenic Design to produce construction drawings as needed.
- Coordinate all material ordering with the PM.
- Support PM to assemble competitive pricing for all technical operations purchases and rentals including shipping and support personnel.
- Advise and assist with maintaining expense budgets within boundaries of production budget.

- Provide support on all safety matters including compliance with all appropriate federal, state, and local safety and health practices.

## **Candidate Profile**

The Music Academy values colleagues with diverse perspectives who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

The ideal candidate will demonstrate some, if not all, of the following:

- Bachelor's degree in Technical Theatre or related field preferred.
- Ability to communicate using a phone and headset.
- Ability to lift and carry up to 50 pounds.
- Have a valid driver's license.
- Excellent written and oral communication and problem-solving skills.
- Strong organizational skills and attention to detail.
- Ability to meet deadlines and manage multiple projects simultaneously and efficiently.
- Excellent computer skills and aptitude, especially in CAD (VectorWorks), and using Microsoft Office Suite, as well as the ability to quickly learn new software programs.
- Strong Adobe Acrobat knowledge.
- Knowledge of or strong interest in opera preferred.
- Ability to work collaboratively within a production team and with multiple departments.
- Ability to drive a 22' box truck.
- Must perform the functions of the position in a safe manner.
- Positive and professional demeanor

## **Additional Requirements**

- Nights and weekends required
- Frequent travel between Music Academy's Miraflores campus and off-site venues
- All administration, teaching artists, and fellows on campus must provide proof of COVID vaccination

## **Compensation and Benefits**

This is a seasonal, non-exempt, full-time position. Compensation is \$20-\$24 per hour, commensurate with skills and experience. Seasonal employees are not eligible for Music Academy benefits unless required by law. Housing during the summer residency and travel is offered for those not based in the Santa Barbara area. Meals provided during the staging rehearsal period on the Westmont campus. Complimentary tickets are offered when available.

## **Application Process**

Please email a letter of interest and current resume to [hr@musicacademy.org](mailto:hr@musicacademy.org), using the subject header **LVI Technical Director**. PDF format only. No phone calls, please. A background screening will be performed as a condition of employment.

The Music Academy is an equal opportunity employer. We aim to create a diverse and inclusive work environment and we value each employee's unique experiences and perspectives.

## **About the Music Academy**

Located in Santa Barbara, the Music Academy creates a space where exceptional talent can thrive by encouraging artists to stretch, experiment, improvise, and play. The Music Academy provides

artists with the tools they need to become not just great musicians but great leaders. The Music Academy's programs are: *Sing!*, a children's choir free of charge for all participants that performs with local, national, and international partners; the annual eight-week Summer School & Festival which trains up to 140 fellows ages 18-34 and presents more than 120 performances and events, competitions, and a fully staged opera; the MAX (Music Academy Exchange) partnership with international orchestras; the Innovation Institute's Alumni Enterprise Awards; and the Mariposa Series of concerts by Academy-affiliated artists. For more information, visit [musicacademy.org](http://musicacademy.org).