Job Description

Job Title: Performing Arts Technical Manager

Job ID: 15495

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Hostos Center for Arts and Culture showcases artists and companies that define excellence in theater, dance and music – and embody our mission to be a cultural force in the Bronx and throughout the New York metropolitan area.

Reporting directly to the Performing Arts Director at Eugenio Maria de Hostos Community College, the successful candidate will be responsible for the production and technical aspects of the day to day operation of a 367-seat theater and 907 seat theater. Responsibilities are as follows:

- Manages activities for more than 150 productions/events in the theaters and art gallery.
- Supervises a cadre of 20+ stage hands and technical personnel.
- Responsible for the recruitment cycle of all stage hand personnel.
- Develops production budget and schedules related to activities for each event including set and lighting designs to load-in and performance to load-out.
- Designs lighting for concerts, exhibitions, special events and Repertory Company productions.
- Oversees all production aspects of College commencements and convocations.
- Works with Performing Arts Manager and Campus Safety Office in devising security plants for theater events.
- Plans and oversees all capital improvement, maintenance and safety programs for the center.
- Develops capital equipment requests and works closely with College Procurement office in acquisition of capital equipment.
- Participates in labor contract negotiations with the stage labor union.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

CUNY TITLE OVERVIEW

Oversees technical management of a performing arts facility and its productions.

- Provides input center planning, scheduling, and goal-setting

- Manages center equipment and inventory, evaluating ,selecting and implementing system upgrades and new equipment

- Provides technical information and support for all events

- Assists outside technical personnel in scheduling and managing production activities

- Prepares and maintains accurate drafting and technical information for center facilities

- Collaborates with College administration on facilities management and maintenance

- Hires, trains, and manages Center technical staff

- Assures compliance with appropriate regulations regarding safety and building characteristics

- Consults with academic departments and programs on production technical requirements

- Performs related duties as assigned.

Job Title Name: Performing Arts Technical Manager
CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

October 26, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or

gender identity. EEO/AA/Vet/Disability Employer.