

Fine Arts Center Technical Director

The Fine Arts Center Technical Director is responsible for the technical operations of the EACC Fine Arts Center including lighting, sound, video, all multi-media, projections, and coordination of building set-up. This position will work collaboratively with all Fine Arts Center staff and the public relations and community programs area to ensure all aspects of the EACC Fine Arts Center's technical operations run smoothly and safely.

Duties and responsibilities include:

Review technical riders to determine lighting, audio, equipment, and other stage and set-up requirements for FAC productions and events.

Coordinate and advance technical requirements for FAC productions and events.

Set up and operate technical equipment for performances and events.

Coordinate the delivery of Art Gallery exhibits and work with artists to design and display artwork in the Gallery.

Oversee the maintenance of the Fine Arts Center as well as all equipment.

Coordinate and understand the audio/visual capabilities and seating/table arrangement of each room throughout the facility.

Coordinate communication, staffing, timing, and setup needs for rentals and college associated events in the Fine Arts Center, including but not limited to setup configuration of tables and chairs, assisting with setup and audio/video needs.

Coordinate and communicate with facility renters and productions on safety, technical specs, and other areas of technical operations of the FAC.

Operate, maintain, and safeguard technical equipment, including supervision of lighting, sound, and the use and maintenance of FAC facility.

Supervise, recruit, and train additional part-time labor that may be required for productions and events.

Maintain inventory of specialized supplies needed for Fine Arts Center.

Operate and maintain motorized rigging equipment.

Monitor the condition of equipment including lighting, sound, and rigging equipment, coordinate repair and replacement, and perform preventive maintenance on equipment.

Oversee day-to-day operations and evaluation all equipment and technical needs required for facility use.

Coordinate logistics prior to and during events, including contracting and working with facility renters, caterers, suppliers, and other vendors.

Maintain ticketing system and sell tickets to events.

Participate in the development and administration of the Fine Arts Center budget.

Assist when needed with Fine Arts Center activities and events.

Other duties as assigned.

Minimum Education and Experience:

Bachelor's degree plus 2 or more years related work experience or equivalent knowledge of audio, lighting, and stage/production management preferred. Strong interpersonal, organizational, communication, problem-solving, and technical skills, plus strong working knowledge of Microsoft Office programs, initiative to plan work and carry out tasks, and clear understanding of professional standards of stage safety.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must continuously stand and walk, often for long periods of time, lift and carry objects up to 50 lbs, push or pull objects up to 100 lbs. using appropriate equipment, climb stairs and ladders, reach overhead, work at heights, and kneel or crouch. Specific vision abilities required by this job include close vision and distance vision. The employee must be willing to work in an office that utilizes overhead LED lighting, as well as diverse production lighting for events. Working environment noise level may range from quiet in the office to moderate to loud during events. The employee will be required to work in a high traffic area, with frequent public contact.

This position requires working some nights and weekends with irregular and extended working hours as needed to support facility events and productions.

Base Salary: \$45,760.00 – Exceptionally qualified candidates whose qualifications exceed the listed minimum may be paid up to a maximum of \$48,620.00.

What We Offer:

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5.5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to humanresources@eacc.edu, or complete an online employment application located at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is posted. EACC offers all full time employee a generous benefits and leave package. EACC is an AA/EO employer.