



Job title	<i>Technical Manager</i>
Reports to	<i>Director of Production</i>

Hailed as the “Best Free Outdoor Summer Concert Series” by *Los Angeles Magazine* and called “a grand gift to the public... democracy in musical action” by the *Los Angeles Times*, Grand Performances presents high-quality music, dance, theater, and more at the breathtaking California Plaza in the heart of Downtown. For more than 30 years, Grand Performances has delivered the best of global culture to inspire community among the diverse peoples of Los Angeles, and reflect the many cultural interests across the region.

Grand Performances’ mission is to inspire community, celebrate diversity, and unite Los Angeles through free access to global performing arts.

Job purpose

The Technical Manager is a key member of the Production Department and is responsible for the technical operations of Grand Performances, including the management of crew and maintenance of equipment and inventory. This is a year-round position. *Exempt status*

Duties and responsibilities

- Responsible for all technical aspects of Grand Performances (GP)
- Assists with the day-to-day activities of the department including developing and monitoring budgets, planning and staff development
- Recruits, trains, schedules, and manages technical crew
 - Reviews crew payroll records for accuracy and completeness as required for timely payment of all technical crew
- Supports the Director of Production in management of GP’s compliance with any and all government and Cal Plaza laws, regulations and policies related to GP work
- Inventories, schedules, cleans, and maintains production equipment
- Manages equipment inventory, and researches and recommends equipment for long-term planning
- Maintains and evaluates the condition of GP’s technical equipment, including providing support for internal IT infrastructure needs
- Communicates with artists and/or their representatives in order to manage production support and costs for all events
- Ensures and secures appropriate production equipment is available for the season and per show
- Prepares estimates and coordinates the rental and return of production equipment
- Assists with the preparation of estimates and budgets and coordination of production needs for on-site and off-site private events and special projects
- Supervises all aspects of video and recording performances
- Coordinates and maintains positive relationships with vendors
- Creates and monitors event files
- Other duties as assigned

Qualifications

- A minimum of three (3) years of technical theater or production experience
- Experience supervising and/or training
- Bachelor's degree in Technical Theater or an equivalent combination of education and/or experience, knowledge, training and skills related to technical and performing arts
- Experience in lighting design and execution and sound design and reinforcement
- Excellent organizational, planning, scheduling and analytical skills
- Skill in organizing self and others; ability to self-start in discharging responsibilities. Must be self-motivated.
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with employees, artists, outside renters, community groups, theater guests and the public; well-developed interpersonal skills.
- Computer skills: Microsoft Office and drafting software
- Ability to perform manual labor while working with technical equipment and front-of house needs
- Ability to work a wide variety of shifts including afternoons, evenings, weekends and holidays and substitute when needed
- Passion for Grand Performances' mission

Physical requirements

- Frequently communicates with artists, vendors and staff in person, on the telephone, and on the computer to provide assistance.
- Frequently stands and walks
- Frequently stoops, kneels, bends and reaches, pulls and pushes
- Frequently is exposed to outside elements
- Frequently lifts objects weighing up fifty (50) pounds when moving equipment and supplies

Direct reports

Seasonal technical crew

How to Apply

If you are interested in applying for this position, please send your resume and cover letter to hr@grandperformances.org with the job title in the Subject line. Only applicants whose resumes are selected for an interview will be contacted. Grand Performances is an Equal Opportunity Employer and is committed to fostering diversity within its staff.