

POSITION DESCRIPTION

Technical Director, Five College Dance

Organizational Unit	Academic Programs
Program/Project	Five College Dance
Supervisor	Production Manager, Five College Dance
Hours/Week	35 (full-time)
Weeks/Year	48 (early August through late June)
Appointment Term	n/a
FTE (Calculated)	0.91
FLSA Status	Exempt
Date	March 10, 2023

Job Summary

Established in 1978, Five College Dance (FCD), a nationally recognized program of the Five College Consortium, is a creative and intellectual collaboration organized between the dance departments and programs at Amherst, Hampshire, Smith, and Mount Holyoke Colleges and the University of Massachusetts Amherst. FCD advances embodied practice as a critical mode of inquiry, expression, and civic engagement across cultural and historical contexts. It cultivates new generations of artists, scholars, and practitioners to shape the field of dance and dance studies.

The Technical Director works with autonomy under the production manager and collaborates with both the production manager and assistant production manager to maintain smoothly run environments with industry-standard safe working procedures during all phases of productions.

The Technical Director, along with a member of the production management team, will be the onsite supervisors for the following fully produced concerts and events (assignments may change at the discretion of the production manager): UMass Amherst's Faculty Concert, Mount Holyoke/Amherst College's Faculty Concert, Hampshire College's Winter Concert, UMass Amherst's Senior Concert, Mount Holyoke College's Senior Concert, Hampshire College's Div III Concerts, Mount Holyoke College's Student Concert, and UMass Amherst's Junior Choreography Project Concert.

The Technical Director, in collaboration with the production management team, will be the sole onsite supervisor of the following low to medium level produced concerts and events (assignments may change at the discretion of the production manager): FCD Orientation Concert, Hampshire College Friends & Family Concert, Mount Holyoke College's Commencement Concert, and Smith College's Bare Bones Concert, Fall Grad Event, and Spring Grad Event.

Importance of Diversity to our Educational Mission

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas and points of view for the essential

contribution this diversity makes to educational missions of our organizations. In support of this commitment Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people at the colleges (students, faculty members, other employees) and within the organization itself.

Duties

- Create and engineer audio and video files and live music set up.
- Supervise lighting focus with the lighting designer.
- Obtain scenic, prop, or rigging items or build them, as needed.
- Load in and set up for concerts.
- Attend, supervise, and manage all assigned technical and dress rehearsals.
- Mentor and train the concert crew throughout all phases of the production.
- Supervise pre-show audio/video and lighting checks.
- Troubleshoot and correct technical issues.
- Run post-production strike with the crew, dancers, and student choreographers.
- Manage equipment and supplies, including replenishing/repairing them.
- Ensure theaters are restored to order after productions conclude.
- Travel between campuses, occasionally working at more than one campus per day.
- Other related duties as assigned by the Production Manager, and occasionally, by the FCD Managing Director.

Minimum Qualifications

- BA and/or BFA in theater or dance, or commensurate professional experience.
- A record of projects demonstrating artistic support and technical skills for numerous concurrent projects in a collaborative environment.
- Familiarity with a wide range of theatrical production-related software and control equipment. Examples of this include ETC lighting consoles, digital and analog audio consoles, Lightwright, QLab, Vectorworks, Auto-CAD and OBS.
- Strong interpersonal, organizational and communication skills, oral and written.
- High proficiency with the Google suite of applications (Docs, Sheets, Slides, Forms and Drives).
- Proficiency with Microsoft Office applications (Word, Excel and PowerPoint).
- High proficiency with web-based e-mail communications.
- Knowledge of safe practices for performing arts environments.
- Regular availability for evening and weekend events and activities.
- Willingness to participate and engage in DEI training and practices.
- Capacity to meet (with or without accommodation) the physical expectations of the position, which include: ability to comprehend written and verbal communication; ability to evaluate the visual and auditory aspects of productions; and ability to communicate effectively in person, by telephone, by videoconference, and via email; and ability to lift and carry up to 25 lbs of equipment up and down ladders, moving pipes and risers, hanging draperies.
- Ability to pass a post-offer background check.

- Ability to comply with Five Colleges, Incorporated's COVID-19 vaccination policy, or to qualify for an exemption.

Preferred Qualifications

- Experience working with a diverse group of faculty and staff members, students, and freelance consultants.
- Familiarity with a wide range of graphic design platforms/software, publicity practices and resources.
- Familiarity with a wide range of virtual streaming/broadcast platforms, software and practices.
- Student (or intern) and professional staff supervisory experience.