

Technical Director
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256400>

Downloaded On: Apr. 30, 2025 6:45pm

Posted Apr. 30, 2025, set to expire May 28, 2025

Job Title Technical Director
Department Theatre and Dance
Institution University at Buffalo
Buffalo, New York

Date Posted Apr. 30, 2025

Application Deadline 05/28/2025
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Drama/Theater/Theater Education

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Job Description

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Technical Director

Position Information

Position Title: Technical Director

Department: Theatre and Dance

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56916>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The [Department of Theatre and Dance](#) within the [College of Arts and Sciences](#) at the University at Buffalo, is seeking a **Technical Director** to oversee and manage all 12+ workspaces within the department. These spaces are multi-purpose, used for classes, creative research, and productions, and are reconfigured throughout the day to accommodate various programming needs.

In this role, you will:

- Provide expertise in Technical Direction. This includes providing expertise in technical and entertainment industry standards, contractual agreements and guidelines, and collaborate with faculty, staff, students, and guests in various roles, supervise crews, interact with university departments and community entities, and uphold academic excellence.
- Manage space, equipment, inventories, issue keys, and provide access to primary users and students. Supervise load-ins and loadouts, ensure safe use of shop tools and theatrical equipment, and mentor students during office hours. Coordinate with outside clients to schedule events, confirm technical needs, and ensure a safe environment.
- Supervise Technicians: Coordinate work schedules so that production needs are met and that spaces are staffed appropriately; assign duties to full-time staff and part-time crew for productions, special projects, repair and maintenance activities, and organize workflow to meet specifications and deadlines related to the production season.
- Be present at performances to ensure compliance with departmental policies and troubleshoot theatre technology as needed. Be able to actively troubleshoot theatre technology at performance call times to ensure all UB EH&S, CFA, OSHA, ANSI, and industry safety practices are followed.
- Supervise space; including theatres, studios, classrooms, and shops. Serve as the primary production supervisor for the Katherine Cornell Theatre and Rehearsal Workshop.
- Collaborate with department leadership to create and maintain production budgets, manage the expenditure database, purchase and reconcile as needed, and work with student directors on budget and purchases.

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The College of Arts and Sciences is the largest interdisciplinary academic unit at the University at Buffalo. With 30 departments, 16 academic programs and 23 centers and institutes in the arts and humanities, natural sciences and mathematics and the social sciences, the College offers more academic options than any other unit on campus.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelors degree in technical theatre, or related degree, or an equivalent combination of education and/or experience.
- Minimum of three years of experience in live event production or related work
- Knowledge of best practices and safe working procedures in all areas of technical theatre and able to promote and cultivate a safe and organized work environment.
- Ability to plan, problem-solve and work efficiently in stressful situations and troubleshoot theatre technical needs.
- Proficient in Microsoft Suite.
- Knowledge of CAD drafting and digital practices.

Preferred Qualifications

- Expertise in Technical Direction and in one or more of the following areas: Electrics, Sound, Video.
- MFA in technical direction or related field.
- Experience in higher education setting, especially in arts programming.
- Strong communication, leadership abilities, organizational skills, and work habits.

Physical Demands

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- Must be able to position stage weights weighing up to 50 pounds.
- Must be able to work at heights, which includes moving on a truss, weight loading, up-rigging, and working from a elevated work platform.
- Hours routinely include days, nights, weekends and long production shifts.

Salary Range

\$63,000 - \$67,000

Special Instructions Summary

All application materials should be submitted via UB Jobs. Application materials submitted directly to the posting contact will not be acknowledged and cannot be considered.

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Nicole Hayden

Contact's Pronouns:

Contact's Title: HR Specialist

Contact's Email: nhayden@buffalo.edu

Contact's Phone: 716-645-0729

Posting Dates

Posted: 04/29/2025

Deadline for Applicants:

Date to be filled: 06/05/2025

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

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