Title: Technical Director
Location: Bronx Music Hall @ Bronx Commons (438 E. 163rd Street, Bronx, NY 10451)
Report to: WHEDco’s Executive Team; Co-Artistic Directors, BMHC

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve to live in healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities of which residents can be proud. WHEDco’s mission is to create and bridge access to resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. Please visit our website (www.whedco.org) for more information.

WHEDco emphasizes the arts through all of its programs and through the Bronx Music Heritage Center (BMHC), which it founded in 2010 to promote the cultural legacy of the Bronx, cultivate Bronx artists and create paid opportunities for them to perform in their own borough, and provide free and low-cost cultural programs for the local community. Since its inception in 2010, the BMHC has distinguished itself as a cultural institution in NYC committed to showcasing the rich cultural heritage, traditions, and artistic talent of the Bronx through humanities-focused, interdisciplinary programming.

Since 2012, the BMHC has operated out of the BMHC Lab, a 1,400 sq. ft. storefront incubator in WHEDco’s second Bronx affordable housing development in the South Bronx, Intervale Green. In 2022, the BMHC will fully transition programming to its permanent home at the Bronx Music Hall, a newly constructed 14,000 sq. ft. world-class venue that will showcase Bronx music and performing and visual arts. It will include: a flexible 250-seat performance space; a multi-use classroom; a lobby with permanent and interactive exhibits; and public amphitheater-style seating in two adjacent plazas for outdoor performances.

Job Summary:

WHEDco seeks a Technical Director who will be responsible for all aspects of live event production at the Bronx Music Hall, including, but not limited to, permitting and licensing necessary for live production, hiring of technical staff and event crew, and maintenance of technical equipment.

Responsibilities:

- Serve as the principal technical/operational liaison for all City permitting and licensing necessary for live production, particularly with respect to live event production in outdoor settings.
• Work in collaboration with co-Artistic Directors to hire technical staff, designers, and run crew. Support all initiatives to maintain and increase diversity in the production over hire pool.
• Supervise and work during load-ins, load-outs, and event production as scheduled. Please note that the schedule will differ from week to week, and will include nights and/or weekends, and may include long hours, as necessary.
• Serve as production manager for all rentals from intake meetings to the buildout.
• Advise on rental needs, design feasibility, gather and generate quotes, estimates, and buildout working with the co-Artistic Directors and WHEDco administration
• Supervise and/or perform the maintenance of all audio, video, scenic and rigging equipment in the theater, backstage, lobby, and studio areas. Ensure that maintenance projects are completed in a timely manner.
• Advance lighting, audio, and a/v elements, and generate drafting or documentation as needed for all events or installations in the main hall, studio, lobby, and outdoor spaces.

Qualifications:

• BA/BS/BFA in technical theater and/or commensurate live event experience required
• Background in educational and amateur as well as professional performing arts environments is strongly preferred
• Broad working knowledge of all aspects and best practices of live event lighting, audio production, and video production, especially familiarity with ETC, ChromaQ, Yamaha, Meyer Sound, BlackMagic, and other industry standard equipment
• Familiar to proficient in industry standard software and data systems (i.e., ETC Eos, QLab, Dante, AutoCAD, Vectorworks, SketchUp, Google Docs/Drive, and Microsoft Office)
• Proven supervisory skills and strong communication and interpersonal skills
• Safety-first mindset, positive attitude and a good sense of humor
• Team player, collaborative and a problem solver
• Self-motivated, self-directed, organized, and detail oriented
• Ability to create and meet deadlines, and work in a fast-paced live entertainment environment
• Bilingual (English and Spanish) is strongly preferred
• Management and budgeting experience for live events, including theatrical, dance, music, and other types of performances
• Must be able to regularly engage in long periods of physical activity, including regular walking, lifting (50lbs.+), turning, bending, standing, etc.

All new hires must provide proof of having received at least one dose of a U.S. Food and Drug Administration (“FDA”) authorized COVID-19 vaccine by their first day of employment, and proof of full vaccination within 30 calendar days.

To apply, please send a cover letter, resume, portfolio, and three references to emartinez@whedco.org. Please include “BMH Technical Director Search” in the subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or
any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.