

# TECHNICAL AND FACILITIES MANAGER

## MAD COW THEATRE

Mad Cow Theatre is one of Orlando's most respected professional theatre companies presenting compelling works of theatre for a wide-range of audiences, with a passion for both classic and contemporary plays and musicals representing the best of American and World literature. Mad Cow Theatre is seeking a full-time Technical & Facilities Manager. Salary commensurate with experience starting at \$30,000 annually.

### **Overview:**

The Technical & Facilities Manager is responsible for all technical and facility duties including building sets, hanging lights, inventory, and minor maintenance of theatre and warehouse facility. This position will generally work Monday-Friday from 10a-6pm with scheduled weekends for technical rehearsals and notes.

### **Routine Functions & Responsibilities:**

The Technical & Facilities Manager oversees all technical aspects of Mad Cow Theatre's robust schedule of theatrical productions and events as well as general upkeep and maintenance of Mad Cow Theatre's facility, warehouse, and storage. This is a physically demanding position requiring the use of stairs, ladders, bending and lifting 50lbs plus.

Key responsibilities include:

- Leading production meetings in tandem with the director to communicate and define the creative design for all aspects of the production. Collaborating effectively with all designers to bring the artistic vision to fruition within budget and timeframe.
- Assisting in setting and maintaining budgets for productions.
- Scheduling the technical process with designers and resident charge artist.
- Building the set for 10 productions and small special events annually. Determining when needed and within budget to hire hourly assistance.
- Maintaining lighting inventory and scheduling light hang and focus for 10 productions and small special events annually. Determining when needed and within budget to hire hourly assistance.
- Assist in the set, lighting, sound design aspects for special events outside of the 10 production main season.
- Oversight and maintenance of the theatre's technical facilities and assets including maintaining the A/C schedule.

The ideal candidate has strong proficiency and experience in the following areas:

- Carpentry
- Theatrical Scenic Construction

- Rigging
- Fabrication
- Theatrical Lighting & Programming
- Project Planning
- Budget Planning, Tracking, and Estimates
- Microsoft Office Suite
- Supervisory Experience
- Other duties as assigned

Projection, sound, and scenic painting experience is a plus.  
Position reports to the Executive Director.

**Qualifications:**

- Graduate of an accredited four-year college or university OR similar work experience
- A minimum of two years as an Assistant Technical Director or equivalent experience in a producing theatrical scene shop
- Advanced knowledge of ACAD or Vectorworks or other drafting software

To apply send resume and cover letter to [jessicak@madcowtheatre.com](mailto:jessicak@madcowtheatre.com). No phone calls.