



Job Description

I. TITLE: Technical Director

DEPARTMENT: Production

GRADE: Full-time – 30 hours a week, Benefits eligible

SALARY: \$50-\$60k

FLSA: Exempt

START DATE: August 1st, 2026

II. POSITION SUMMARY:

Ballet Austin is hiring an experienced Technical Director for productions. This role primarily oversees all Ballet Austin TWO, Butler Fellowship, and Ballet Austin Academy productions, while also supporting the production department with Main Company productions and external rentals. An ideal candidate has a strong background in theater production and management, technical design and implementation skills, and team leadership skills.

III. COMPANY:

Ballet Austin is located in the heart of downtown Austin, is among the 20 largest classical ballet companies in the country and operates one of the largest combined training facilities associated with a professional ballet company in the United States. Ballet Austin is a 501(c)3 nonprofit organization which has a rich history, featuring original, acclaimed productions and a commitment to creating access to programs.

IV. RESPONSIBILITIES:

- For Ballet Austin TWO, Butler Fellowship & Ballet Austin Academy Productions:
 - Serve as primary technical coordinator for all productions in Ballet Austin's Austin Ventures Studio Theater and for any touring productions
 - Manage load in, set-up and load-out of scenery
 - Oversee construction or procurement of sets and properties for productions, as needed.
 - Create and implement lighting for performances, as needed.
 - Operate consoles for lighting and sound during production, as needed.
 - Develop and maintain season production calendars and resource plans for all productions for Ballet Austin TWO, Butler Fellowship, and Academy
 - Serve as primary liaison between choreographers, artistic staff, operations department, and production staff to coordinate all production elements.
 - Accurately schedule, direct and supervise the IATSE crew and student volunteers during all prep/load-in/load-out for all productions
- For Main Company Productions in the Joe R. and Teresa Lozano Long Center for the Performing Arts
 - Coordinate with Ballet Austin's Creative Services and build Qlab for all preshow videos for each production.
 - Organize, drive and supervise all transportation of scenic elements from the warehouse to theater
 - In collaboration with Production department: Operate as a liaison between artistic staff, production staff, and IATSE crew during load-in to facilitate and organize needs between departments.
 - In collaboration with Production department: Facilitate scenic construction, rigging, and installation of all technical elements (sets, lighting, sound, projections, etc.)

- In collaboration with Production department: Interpret scenic, lighting and AV designs and assess technical requirements, identifying and resolving potential challenges
- Warehouse
 - In collaboration with Production department: Maintain warehouse space, shop equipment, and inventory of technical supplies
 - Coordinate access to Warehouse
- Rentals
 - Hire or act as Manager on Duty for all rentals; be on-site tech support, and provide general help, as needed
 - Hire crew, provide cost estimates and technical feedback to potential rental customers, as needed
 - Organize and facilitate rentals of Ballet Austin equipment as it pertains to Marelly inventory
- Other duties as assigned
- All work should be performed with a direct reflection of the mission and values of the organization

V. PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to lift 50lbs, walk up and down flights of stairs to access production booths, and stand for extended hours during production week

VI. EDUCATION AND EXPERIENCE:

- Minimum qualifications: 3yrs+ TD experience.
- Preferred qualifications: Experience in dance production

VII. COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in:
 - Technical software (QLab, EOS, Vectorworks)
 - Lighting implementation and development
 - AV implementation and development
- Must have valid driver license and be able to drive up to a 26' box truck
- Strong ability to troubleshoot and problem-solve in a time-sensitive production environment
- Ability to work flexible hours, including nights, weekends, and overtime during production weeks
- Collaborative, effective and positive communication skills
- Must pass background check

VIII. ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Director of Production
- Supervises: IATSE crew and student volunteers
- Peer collaboration/communicates with: Associate Production Manager, Wardrobe Director and staff, Director of Operations and staff, Creative Services, and IATSE Heads & Stagehands, among others

IX. APPLICATION

- Please send Resume, Cover Letter and References to erin.fleming@balletaustin.org
- Please, no phone calls.

BACKGROUND SEARCH REQUIRED

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.