



**ARTS CENTER ENTERPRISES**  
MAJESTIC THEATRE & CHARLINE MCCOMBS EMPIRE THEATRE  
AT THE JOCI STRAUS PERFORMING ARTS CENTER

## Assistant Technical Director

Arts Center Enterprises, LLC is seeking an Assistant Technical Director (ATD) for the Majestic Theatre and Charline McCombs Empire Theatre. Reporting to the Technical Director, the ATC will assist in all aspects of live shows and events at the Majestic Theatre and Charline McCombs Empire Theatre. A variety of events are produced in these venues (2264 cap & 856 cap) including Broadway theater, musicals, live concerts, comedy, dance, classical music, speaking engagements, special events and more.

### Responsibilities:

- Manage phases of production from start to end. Including advancing, arranging vendors, coordination of technical production elements (sound, lighting, electrical, multi-media, rigging, and staging) for all shows and events produced at the facilities.
- Execute efficient staffing as needed for each event.
- Provide preventive maintenance adjustments and repairs with available resources for in-house performance equipment to ensure that all items are kept in good working order.
- Protect the interests of facility and personnel.
- Assist facility management with research and recommendations for purchase of new equipment needed for technical operations.
- Manage new equipment installations.
- Identify safety hazards and provide solutions as needed.

### Qualifications:

- Experience in large scale theater and live production management to include audio, lighting, rigging and A/V.
- Previous experience with an IATSE crew, Broadway tours, or touring concerts is necessary.
- Background in technical theater equipment applications and maintenance, as well as stage management and arena rigging experience.
- Ability to read and comprehend basic stage and electrical diagrams is necessary.
- Strong problem solving and strategic thinking skills.
- Effective oral and written communication skills are a must.
- Professional attitude a high level of customer service and communication.
- A strong sense of artistic integrity is important.
- Organizational and financial management skill; high level of computer literacy.
- Thorough understanding of arts management best practices; excellent writing and communication skills.
- Ability to work flexible hours which will include nights, weekends and holidays, as needed.

### How to Apply

Email resume and cover letter including the contact information for three professional references to [danielkurokawa@acetheatrical.com](mailto:danielkurokawa@acetheatrical.com).

**Please include "ASSISTANT TECHNICAL DIRECTOR" in the subject line of your email.** No phone calls, please. Position is based in San Antonio, Texas.

*The above statements are intended to describe the general nature of work performed by the Assistant Technical Director. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. ACE is an equal opportunity employer.*