



Technical Director
Cain Center for the Arts
Cornelius, North Carolina

About Cain Center for the Arts

Cain Center for the Arts is a 501 (c)(3) organization with the mission of providing exceptional visual arts, performing arts, and social experiences to the Lake Norman Region of North Carolina. Founded in 2016, the organization operates two arts facilities in downtown Cornelius, and provides programs in arts education, performing arts, and community impact. It is funded through ticket sales, class and education tuition, philanthropic gifts, and local, state, and federal government grants.

Following an eight-year journey and a successful \$25 million capital campaign, Cain Center for the Arts opened its new arts and community center in downtown Cornelius in January 2023. The 34,000 square foot building sits upon a 1.6 acre site and includes a

400-seat theater, art gallery, dance studio, classrooms, two story lobby, board room, and support spaces. The site surrounding the center also includes a public plaza and downtown greenspace/park. The organization also operates the Cornelius Arts Center, which is located in Historic Oak Street Mill directly behind the Cain Center. The Cornelius Arts Center houses a second art gallery, additional classrooms, and the very popular ceramics program.

More than just a place for the community to attend arts events and classes, Cain Center for the Arts is an innovative organization committed to making the arts accessible to everyone in the Lake Norman Region. Through numerous community impact initiatives such as the Community Music Lesson Program, Arts in Schools program, and Arts & Communities Program, the center provided arts opportunities to over 15,000 residents in 2023-2024.

To learn more, visit cainarts.org.

Position Summary – Technical Director

Cain Center for the Arts seeks an experienced and skilled Technical Director to join a fast-paced team of professionals who are guiding the execution of exciting and diverse programs and the growth of the organization. This role will oversee the day-to-day and long-term execution of technical and production needs surrounding the programs of the organization and its two facilities. This includes overseeing the execution of all technical contracted

deliverables during use of Cain Center for the Arts and Cornelius Arts Center including concerts, theatrical performances, dance performances, private rental, class use, outdoor programs, and all other programs that may occur.

The Technical Director reports directly to the Cain Center for the Arts Executive Director as a member of the Operations Team. The role serves side-by-side with the Director of Operations. Direct reports to this position include the Assistant Technical Director and production oriented contract labor including stage managers, sound board operators, stagehands, light board operators, and any other crew as required.

Principal Accountabilities

- In conjunction with Executive Director and Director of Operations, develop production budgets by reviewing technical riders and planning needed production staff
- Overseeing Production Technology and IT needs of all facilities
 - Cain Center for the Arts - ~32,000 sq ft Arts and Community Center with 400 seat Proscenium Theater, Dance Studio, Multi-use Classrooms, Backstage Space,
 - Cornelius Arts Center - ~9000 sq ft community arts space with ceramics studio, gallery, and classrooms
 - Any new facilities or contracted spaces
- Recruiting, hiring, assigning and managing technical staff
- Advance the production requirements for Cain Center events
- Ensure proper equipment, technologies, and training for the technical aspects of facilities including sound, lighting, stage, projection, and other equipment and systems.
- Consult on the scheduling of all theater spaces and technical areas
- Assist in scheduling, staffing, and budgeting for all events and facility uses as pertaining to all aspects of production and technical needs.
- Attend lead department meetings
- Utilizes special knowledge of artistic and technical matters to manage the long-range planning process and to work with the Executive Director on strategic planning and related initiatives related to production and specialty technology needs.
- Works with Operations Team to develop and administer the annual budget for production and IT needs
- Works with Facilities Committee and Leadership Team to oversee and execute production and IT items in the CIP plan for the center
- Fully participates in Operations Team and Full Staff Meetings, supporting colleagues by offering information and assisting with appropriate projects and initiatives.
- Establishes and maintains effective working relationships with client representatives, departments, agencies, and contractors to encourage continued regular use of the venue.
- Communicates expectations, offers support, and effectively delivers regular and objective feedback to staff. Models behavior that promotes and energizes a fast-paced, cohesive, and high-functioning working team in a rapidly changing environment.

- Effectively delegates work to staff, assuring assignments reflect the priorities of the Association.
- Provide leadership and direction to the Assistant Technical Director, who serves as a direct report
- Serves as an ardent and loyal advocate for Cain Center for the Arts throughout the organization, the community, and the performing/visual arts world.
- Serves all other departments to fill their production and technology needs with a customer service mindset.
- Other duties as required

Qualifications

- Working knowledge of techniques and methods of stage, lighting, sound and communications design, installation, and preparation for theatrical/concert/etc performances
- Ability to design, operate and maintain technical lighting, sound equipment, and systems
- Knowledge of electronics, stage equipment, rigging, and audio-visual media
- Knowledge of computerized and manual stage lighting control systems
- Ability to provide technical guidance and input into the technical operations of a performing arts center
- Excellent project management skills. Ability to drive a project from initial vision to completion.
- Attention to detail
- Knowledge of networking and IP based systems
- Strong listening skills
- Knowledge in non-profit, and/or performing arts operations
- Ability to create processes and SOPs that do not yet exist
- Ability to be a true team leader – encouraging development and insight of teams while continuing to drive the team toward the goals established.
- Skill and experience in execution of artistic contract technical riders
- Skill in planning, coordinating and directing varied and complex operations.
- Excellent skills in oral and written communications.
- Ability to maintain excellent working relationship with diverse work groups to include, artists, contractors, local businesses and business groups, art groups, government agencies, universities, the community, schools, the media and art organizations, employees, officials, and general public.
- Ability to work independently, exercising judgment and initiative.
- Ability to work under difficult schedules and pressure and produce accurate results.
- Ability to remain flexible and adjust to situations as they occur
- Regularly solves problems and completes complex projects at the highest level of excellence and on a timely basis.
- Manages discretion in the treatment of sensitive and/or confidential information.

- Effectively demonstrates a consistent and sustained commitment to prudent fiscal practices through the active pursuit of the elimination of waste from every process
- Experience with budget creation and management including planning, budgeting, financial tracking, contract management, and schedule tracking is desired.
- A commitment to the idea that all staff members contribute to a culture of fundraising/philanthropy
- A commitment to continuing the development of our company culture and values
- Commitment to integrating excellent customer service concepts into all operations
- Proficiency in Microsoft Suite – PowerPoint, Excel, Word, Outlook, Teams

Desirable Training and Experience

Bachelor's degree from a four-year accredited college or university in Theater/Technical Theater or minimum of five years progressively responsible experience in technical/audiovisual management of arts, arena, convention, trade or conference centers. Experience required in theater technical and facility operations, supervising personnel, and contract negotiation/execution. Equivalent combination of education and experience will be considered. Possession of or ability to readily obtain a valid driver's license is required.

Occasional lifting of 50lbs or greater

Outdoor and indoor work

Compensation

The salary range for this position is \$70,000-\$85,000 commensurate to experience. Benefits include PTO and Holidays, Employer sponsored Group Health Insurance, and professional development support.

FLSA Status/Classification:

The Technical Director is a Full-Time Exempt Employee

Statement of Non-Discrimination

Cain Center for the Arts actively seeks a diverse pool of candidates. The Cain Center for the Arts is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.

Cain Center Values

- Inspirational: To be a center that inspires and encourages creativity.
- Community-centered: To be a center that serves everyone. To expose, invite, and engage as a destination for all members of the community.
- Creative: To serve as a hub of creativity, providing a platform for unique and individual expression.

- Entertaining: To provide a holistic experience that produces valuable, enjoyable experiences while also focusing on comfort.
- Educational: To be a center where the arts and education connect.

Application process

To apply for this position, please submit your cover letter and resume electronically to Dusten Harward at धारward@cainarts.org. The cover letter should highlight your qualifications and experience and how they align with the requirements of the Cain Center for the Arts.

This role is open until filled.