



## Technical and Facilities Director

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### Job Description

Founded in 1976 by award-winning director Lou Bellamy, Penumbra is a nationally recognized organization housing Minnesota's only black professional theatre company. Penumbra has earned tremendous accolades, producing over 200 plays, over 30 premieres, and has cultivated generations of artists of color. Through our powerful art, we open hearts, rehearse strategies for change, and dispel dehumanizing narratives of people of color.

Today, Penumbra is evolving into its next life cycle: a performing arts campus and center for racial healing that nurtures black artists, advances equity, and facilitates wellness for individuals and community. Our space will center the black experience, learn from and support people of color who are not black, and welcome white individuals interested in building resiliency and competency for racial equity work. The Penumbra Center for Racial Healing will stand in solidarity with and support indigenous communities upon whose land the work is located.

Public programs are curated by Penumbra's President in alignment with a board ratified vision. The arts program has established an aesthetic that demands the highest production qualities possible. Teams are seasonal and hired on a show-by-show basis, but many employees have long relationships with Penumbra and are valued deeply for their expertise and commitment to the organization.

Penumbra seeks a Technical and Facilities Director (TFD) to lead the technical features of production and to maintain Penumbra's multidisciplinary spaces. This role requires technical, leadership, and managerial expertise. The TFD will play a critical role during a period of growth and opportunity for the organization as we expand our space to accommodate more programming. This is a full-time, salaried position that reports to both the President and COO, working closely with other staff, our contracted scenic shop, designers, and crews, and especially the Production Director.

Responsibilities include:

- *Operational and Administrative*
  - Understand Penumbra's long-term production and facility goals, create plans for execution, and lead, assign, and delegate work effectively. Provide administrative supervision, strategic vision, and focus to direct reports.
  - Create annual technical and facility budgets in collaboration with executive leadership. Ensure expenses stay on track and create plans for unanticipated costs as they arise.

Track income and expenses, submit payroll, and maintain vendor relationships. Advise production teams, directors, and designers on feasibility, cost, and equipment capabilities. Keep accurate and detailed records to provide sight-lines for executive leadership into the financial health of the department.

- Determine the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates.

#### *- Facilities*

- Lead the overall facilities operations and develop the strategy and policies to deliver, design, plan and implement Penumbra's goals and maintenance of its facilities and leased properties.
- Model, plan, and allocate the capital, equipment, and operating budget to support current operations and long-term facility plans which may include annual organizational goals.
- Develop and implement Penumbra's safety management plan, including emergency procedures and facilities health and safety policies and practices.
- Ensure facility operations meet required federal, state, local laws and regulations and industry standards.
- Operate, maintain and safeguard the technical assets of theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of Penumbra's facilities. Set and enforce safe-use guidelines for all technical equipment.
- Ensure regular maintenance on technical equipment; repair or replace failing equipment as needed and maintain current inventory of Penumbra's technical assets. Advise executive leadership on necessary capital expenses.
- Participate in building renovation and expansion plans to facilitate program and operating needs. Maintain a working knowledge of significant developments and trends in facility operations.
- Maintain facility calendar for all internal and external bookings. Schedule and lead regular meetings with production and program departments. Schedule technical staff for all public events (including donor events, equity trainings, keynotes, etc). Serve as the facility and technical point of contact for rentals.
- Maintain Penumbra's housing. Liaise with rental company, manage guest calendar, set cleaning schedules, and ensure furnishings and appliances are in good working order.
- Serve as primary facilities point of contact for Hallie Q. Brown, the City of St. Paul, and Parks and Recreation.

#### *- Talent Management*

- Lead technical departments including lighting, costumes, props, sound, and effects. Hire operators and assistants to support these departments. Set project deadlines and ensure timely deliverables.

- Develop annual plans for recruitment, training, performance evaluation, retention, and professional development of technical team members.
- Liaise with Scenic Shop Technical Director on build, load in, and strike schedules, and scenic crew management. Lead post-mortem with shop for each show.
- *Information Technology*
  - Lead all IT functions for Penumbra, including the management of IT service providers.
  - Assess program and operating business requirements to determine technology needs; make recommendations for upgrades, re-configurations, or new systems.
  - Develop and implement IT policies and practices to support key strategies set by leadership.
  - Oversee purchasing of technological equipment and software.
  - Develop and implement training programs for staff.
- *Evaluation and Assessment*
  - Evaluate and assess production programming from a technical perspective, evaluate effectiveness of shops, conduct performance evaluation of employees, assess contractor and vendor relationships. Produce quarterly reports including description of work to date, impact, areas of opportunity and challenges, and forecasts with accompanying strategies to ensure goals are met.

#### Qualifications

- Candidates will have a minimum of five years of experience as a Technical Director, or a minimum of ten years as a Production Manager or Stage Manager.
- A working knowledge of techniques, methods, and procedures of theatre, dance, and music productions and presentations including stage, set, sound and lighting design and implementation; stage management; computerized lighting systems; stage carpentry; appropriate safety precautions and procedures.
- Candidates must be highly organized and possess excellent communication and writing skills.
- The ability to manage shifting and competing priorities, exercise good judgment and discretion, and maintain a positive attitude are all essential attributes.
- The ability to work evening and weekend hours
- The ability to lift, push or pull objects up to 100 pounds using appropriate tools.
- Experience with data management and communications software such as Outlook, Word, Excel, and online project management tools is essential.
- A broad understanding of theatre as well as social justice and racial equity work is preferred.

The Technical and Facilities Director is a year-round, full-time position. Penumbra Theatre Company, Inc. is an Equal Opportunity Employer that values a diverse and inclusive environment. Candidates must participate in a background check and provide positive references from previous employers. All applicants are welcome.

### How to Apply

Please send your cover letter, resume, and three professional references. Include "Technical and Facilities Director" in subject line and email to: [jobs@penumbratheatre.org](mailto:jobs@penumbratheatre.org)

Applications will be reviewed immediately, and interviews will be conducted on a rolling basis until the position is filled. No phone calls, please.

### Job Details

Salary Range: DOE

Benefits: Yes

Position Type: Full time

Job Category: Leadership