



## Technical Director

### **Kahilu Theatre Foundation**

Waimea, Hawai'i Island, HI

**Reports To:** Managing Director

**Status:** Full-Time / Exempt

**Compensation:** DOE (Dependent on Experience) + Benefits

### **About Kahilu Theatre**

Kahilu Theatre is a vibrant performing arts and cultural center in the heart of Waimea on Hawai'i Island. Serving as a hub for artistic excellence, education, and community connection, Kahilu presents a diverse season of professional performances, educational programs, cultural events, rentals, and community partnerships in our 490-seat MainStage Theatre and additional education and gallery spaces.

Kahilu Theatre is seeking a collaborative, solutions-oriented, and hands-on **Technical Director** to lead the technical operations of the theatre and support our mission of inspiring, engaging, and connecting our community through the arts.

### **Position Summary**

The Technical Director (TD) oversees all technical production operations for Kahilu Theatre's performances, educational programming, rentals, and special events. The TD serves as the lead technical staff member responsible for theatrical systems, production planning, equipment maintenance, crew coordination, safety, and advancing artist and renter needs.

This position requires a balance of technical expertise, leadership, organization, and hospitality. The ideal candidate thrives in a fast-paced, community-centered environment and enjoys working with professional touring artists, local arts organizations, students, volunteers, and community partners.

### **Essential Responsibilities**

#### **Production & Event Management**

- Advance all Kahilu Presents performances, touring productions, rentals, and special events.
- Serve as primary technical liaison for visiting artists, production managers, agents, and renters.
- Review riders, technical requirements, stage plots, lighting and audio needs, and coordinate logistics with artists and production teams.
- Create and manage production schedules, load-ins, rehearsals, changeovers, and strikes.
- Provide hands-on technical support during performances and events as needed.
- Works with the Production Manager to coordinate staffing needs including overhire crew, stagehands, board operators, and volunteers.

## **Theatre Operations & Systems**

- Oversee and maintain theatrical systems including lighting, audio, rigging, projection, stage equipment, backstage systems, and technical infrastructure.
- Maintain inventory of theatre equipment and supplies.
- Identify repair, replacement, and capital improvement needs and work with leadership on implementation.
- Ensure proper operation and maintenance of theatrical equipment and safety systems.
- Assist with facility improvements and technical upgrades.

## **Education & Community Programs**

- Support technical needs for Kahilu education programming, youth productions, camps, and community events.
- Collaborate with education and production staff to create safe and meaningful learning opportunities for students.
- Supervise technical aspects of youth productions and community partner performances.

## **Rentals & Community Partnerships**

- Serve as technical contact for rental clients and community partners.
- Conduct walkthroughs, develop technical estimates, and communicate venue capabilities and expectations.
- Support rental activities while maintaining Kahilu standards, schedules, and safety protocols.
- Help ensure a welcoming and collaborative experience for community users.

## **Staff Leadership & Crew Management**

- Recruit, train, schedule, and supervise contract technicians, and stagehands.
- Foster a positive, respectful, and collaborative backstage culture.

## **Safety & Compliance**

- Maintain safe working conditions backstage and in technical areas.
- Ensure compliance with theatre safety standards, OSHA best practices, and venue protocols.
- Monitor rigging, lifts, ladders, power systems, and theatrical safety procedures.
- Participate in emergency preparedness planning and facility safety procedures.

## **Budgeting & Administration**

- Work within approved production budgets and staffing allocations.
- Assist in evaluating technical expenses and recommend cost-saving opportunities.
- Maintain production documentation, technical records, and event reports.
- Collaborate with the Managing Director and Production Manager on planning and scheduling.

## Qualifications

- Minimum 3–5 years of technical theatre experience, preferably in a performing arts center, regional theatre, or presenting house.
- Demonstrated experience in theatrical lighting, sound, stage operations, and production management.
- Experience advancing touring productions and reading technical riders.
- Strong troubleshooting and problem-solving skills.
- Ability to lead crews and work collaboratively with artists, staff, volunteers, and community partners.
- Knowledge of theatrical safety standards and best practices.
- Experience operating or supervising lighting and audio systems preferred.
- Ability to lift 50 pounds and work evenings, weekends, and irregular production schedules.
- Valid driver's license preferred.

## Preferred Experience

- ETC lighting systems experience.
- Experience in a presenting house or PAC environment.
- Knowledge of projection/video systems.
- Rigging and fly system experience.
- Experience working in education or community arts settings.
- Familiarity with Hawai'i's arts and cultural landscape is a plus.

## What We're Looking For

The ideal candidate is:

- Collaborative and team-oriented
- Calm under pressure and highly organized
- Community-minded and welcoming
- Technically skilled and solutions-oriented
- Comfortable balancing professionalism with the realities of a dynamic, multi-use performing arts venue

## Schedule Expectations

This position requires flexibility and includes evenings, weekends, holidays, and extended production days depending on performance schedules.

## To Apply

Please submit:

- Resume
- Cover Letter
- Two Professional References

Applications can be sent to: **[Misha@kahilutheatre.org](mailto:Misha@kahilutheatre.org)**

Kahilu Theatre Foundation is an Equal Opportunity Employer and values diversity in backgrounds, perspectives, and lived experiences.