



POSITION ANNOUNCEMENT

**Part-Time Seasonal Technical Coordinator**

**POSTING DATE:** 4/16/2025

**STATUS:** Part-Time Temporary non exempt

**SALARY:** \$25/hour, averaging 25 hours per week

**Ars Nova seeks an organized, engaged, hands-on team player to serve as Technical Coordinator for our May & June programming.** Reporting to the Production Manager, the Technical Coordinator is key in our ability to support our artists during our spring theater, music, and comedy programming. The Technical Coordinator will play an integral role on the Production Team by managing the space and equipment between a diverse array of one-night residencies, special event performances, and our All New Talent Festival. While an understanding of technical theater is required, this is an opportunity for early-career professionals to learn on the job while having a meaningful impact on innovative genre-bending work. Technicians with career aspirations for Production Management or Technical Direction are encouraged to apply.

**ABOUT ARS NOVA**

Ars Nova exists to discover, develop and launch singular theater, comedy and music artists who are in the early stages of their careers. Our dynamic slate of programs supports outside-the-box thinking and encourages innovative, genre-bending work. By providing a protective environment where risk-taking and collaboration are paramount, Ars Nova amplifies the voices of a new generation of diverse artists and audiences, pushing the boundaries of live entertainment by nurturing creative ideas into smart, surprising new work. Ars Nova has been honored with a Lucille Lortel Award, an Obie Award, and a Special Citation from the New York Drama Critics' Circle, all for the sustained quality and commitment to the development and production of new work. Notable past productions include three-time Lortel Award-winner, including "Outstanding Musical," (*pray*), created by Obie Award-winner nicHi douglas with music by S T A R R Busby and JJJJJerome Ellis, the NY Times', NY Mag, and New Yorker "Best of 2022" *Oratorio for Living Things*;

the Lortel Award-winning “Outstanding Musicals” *Rags Parkland Sings The Songs Of The Future* and *KPOP*, which transferred to Broadway in 2022; and the Tony Award-winning smash-hit *Natasha, Pierre & The Great Comet of 1812*.

## **ABOUT THE TEAM**

Our Production Team is small but mighty and oversees all technical and logistical aspects of the productions within both Ars Nova’s multi-use buildings. This typically includes two Off Broadway productions of new work each year, many one-night-only shows from our artistic development and discovery programs, as well as internal readings, workshops, and external rentals. The Technical Coordinator position will have a focus on the one-night programming happening in our uptown location - a 5-story building on West 54th Street with a flex-seat jewelbox theater, penthouse rehearsal room, a small workshop, and administrative offices. The production team is nested within our Artistic Department and is led by the Production Manager. Additionally, Ars Nova engages overhire technicians, operators, & designers as well as technical theater fellows.

*Ars Nova recognizes both that it is a predominantly white institution and that our institutional practices have historically led to the exclusion of people of the Global Majority from our team. We are actively working to become a more diverse, anti-racist, inclusive organization; please see our commitments and progress towards these objectives [HERE](#). We hope candidates of the Global Majority will accept our invitation to apply.*

## **KEY PURPOSE OF THE POSITION:**

The Technical Coordinator is responsible for the smooth operations of our one-night programming, including maintenance of shop & storage spaces; preparing, programming, or troubleshooting technical equipment; overseeing inventory & supply levels; and room set up & breakdown - ensuring our facilities are ready to be flexibly and joyfully filled with artists and their work. The Technical Coordinator will often serve as the primary Production Management representative in the room with a focus on answering questions, providing solutions and keeping an eye out for potential feasibility, scheduling, or safety concerns. Depending on the strengths and interests of the Technical Coordinator, additional administrative tasks may include scheduling/calendar management, budget/payment tracking and payment preparations.

## **SPECIFIC RESPONSIBILITIES AND COMPETENCIES:**

*Candidates are not expected to have all of the qualifications below to be considered, but they are all listed to illustrate what kind of equipment and systems the Technical Coordinator will be working with. Let us know if you have experience/skills in specific areas of focus and transferable skills. If you are eager to learn, we can provide on-the-job training and professional development opportunities with our equipment.*

- **Manage the operation, maintenance, and troubleshooting of technical theater equipment in a set rep configuration:**
  - Yamaha CL1 Digital sound console with Dante networking to audio system including two Yamaha Rios, Shure ULXD Wireless, broadcast send, and robust array of speakers
  - ETC Ion lighting console with a combination of incandescent, LED & Intelligent fixtures including ETC ColorSource PARs, MAC Quantums and MAC Auras
  - Computer with QLab for audio and video playback on TV, projector, and broadcast system
  - Live broadcast & recording system composed of three PTZ BirdDog cameras, in room mics, Yamaha Rio & record decks
  - Loft PA & computer system with Mackie ProFX16 v2 analog mixer and two QSC K10.2, Apple TV & Mac Mini
- **Lead the setup and break down of the theater and rehearsal space including:**
  - Musical equipment including amps, pianos/keyboards, drum kit & more
  - Backline equipment like microphones, stands & cabling
  - Furniture pieces like tables, chairs, blocks, stools, etc.
  - Overseeing the load in & installation of artist-provided set, props, & technical elements to keep our spaces safe, clean, and undamaged
- **Supporting artists, technicians, designers, and staff during load in/out, rehearsal, tech, and/or shows**
  - Answering questions, providing guidance & solutions, locating extra supplies, printing materials, etc.
  - Providing PA support during tech and shows depending on each show's unique needs (i.e. helping with transition/costume change, cuing entrance, handing off microphones, etc.)

## ABOUT YOU:

- You are a **creative problem solver**. You don't always need to be right, and can see lots of different ways to meet shared goals
- You love theater! You love artists of all stripes! And you *really love* smoothing the way for their dreams to come true.
- **You have a affinity for being hands-on and an ability to stay calm under pressure and prioritize safety and security;**
- You love to get your hands dirty and immediately jump into action when there's production work to be done or a new idea that needs hands-on support.
- You're comfortable with ladders, lifting heavy or awkward objects, unloading and loading up vehicles, working with power tools etc.
- You are **organized** and able to **retain new information quickly;**
- You are level-headed and even-keeled. You are able to keep calm, and ask for help - or make a new plan! - when you need it.
- **You share our commitment to anti-racism and creating and maintaining an inclusive environment** and are excited about joining our efforts to make Ars Nova a more just, accessible and equitable place to work and make work.

## BONUS IF:

- **You have prior experience/certification in any of the equipment systems listed above**
- You have a valid driver's license and are comfortable driving in NYC - extra bonus if you can drive a box truck!
- You have a desire to improve systems and fix inefficiencies;
- You possess a facility with language and communication (bonus if you're bi- or multi-lingual!)
- **You have a passion for Ars Nova's mission;**
- **You have a passion for collaboration, for live entertainment and/or theater-making, for artists of all stripes;**

We know there are candidates who may not have all of the qualifications listed above but possess intuitive knowledge or other transferable skills. If that's you, don't hesitate to apply and tell us about yourself.

Please note that Ars Nova currently uses a hybrid work environment. However, this position will require almost exclusively onsite, in-person activity (including evenings, weekends and holidays), so the applicant should intend to reside in the greater NYC area.

As of September 5, 2021, Ars Nova requires all employees to be fully vaccinated against Covid-19. Religious and medical exemptions to vaccination will be provided in accordance with New York State public health laws.

**AN EXCEPTIONAL OPPORTUNITY:**

This is a non-exempt, part-time temporary position.. Ars Nova aims to compensate fairly and competitively within the not-for-profit entertainment industry, and on a transparent level salary system within the organization; our FY23 Fair Pay Guidelines are available [HERE](#). Some scheduling can be somewhat flexible, but there are several required dates especially during the first three weeks of June for our one-act festival.

**APPLICATION INSTRUCTIONS:**

Please submit a resume and a personal statement. Ditch the “cover letter” and speak from the heart about what excites you about this job opportunity. While we ask that resumes be submitted in written form, we invite applicants to submit their personal statement via a written piece, audio or video recording – whatever form best supports your self-expression.

APPLY HERE: [Technical Coordinator Application Form](#)

*In order to help maintain an equitable process, please do not submit unsolicited candidate recommendations. For process or technical questions, please email [jobs@arsnovanyc.com](mailto:jobs@arsnovanyc.com).*

**HIRING PROCESS:**

There will be two rounds of interviews: a zoom interview with the Production Manager and a final in-person interview with a couple folks you will be working with directly

**Expected start date: April 29th to May 7th, 2025**