

POSITION ANNOUNCEMENT:



TECHNICAL COORDINATOR

POST DATE: July 30, 2025

STATUS: Part-time, seasonal, non-exempt (September 2025 - June 2026)

SALARY: \$25-\$30/hour, 25-30 hours per week

Ars Nova seeks an organized, engaged, hands-on team player to serve as Technical Coordinator for our various mainstage, one-night, and festival programming. Reporting to the Production Manager, the Technical Coordinator is key in our ability to support artists throughout Ars Nova's 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 in-house and rental programming. 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. We are the stomping ground and launching pad for visionary and adventurous artists to create new work. We strive to build the next generation of audiences for live entertainment by prioritizing a zeitgeist-forward aesthetic and marrying it with accessible ticket prices. We are committed to creating a collaborative and innovative environment that champions diverse voices and groundbreaking new work.

Some of our recent highly recognized work includes: the NY Times', NYMag, and New Yorker "Best of 2022" *Oratorio for Living Things*; the Lortel Award-winning "Outstanding Musicals" (*pray*), *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*.

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. We hope candidates of the Global Majority will accept our invitation to apply.

KEY PURPOSE OF POSITION/GOALS

The Technical Coordinator is responsible for the smooth operations of the Production Team's day-to-day activities across the various stages and types of programming. Specifically, you will:

- **Manage the production operations of the Ars Nova Theater & Loft spaces** including maintenance of shop and storage spaces; preparing, programming, and troubleshooting technical equipment; overseeing inventory and supply levels; and room set up and breakdown - ensuring our facilities are ready to be flexibly and joyfully filled with artists and their work.
 - **Serve as a supporting administrator in the production office** including expense reporting, budget tracking, calendar management, and payroll preparation.
 - **Assist the Production Manager** to staff and oversee work calls, maintenance, and rehearsal, often serving as the primary Production Management representative in the room with a focus on answering questions, providing solutions, streamlining communication between parties, and keeping an eye out for potential feasibility, scheduling, or safety concerns.
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SPECIFIC RESPONSIBILITIES AND COMPETENCIES

The responsibilities, competencies and expectations outlined below are representative and may shift as needed to best align with organizational priorities.

Please note, 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
 - Possible research, purchasing, and installation of new equipment
- **Lead the setup and break down of the theater and rehearsal space including:**
 - Musical equipment including amps, pianos/keyboards, drum kit & backline equipment like microphones, stands & cabling
 - Rigging materials or equipment from the grid and running cables

- Setting up & striking furniture pieces like tables, chairs, blocks, stools, etc.
 - Overseeing the load in & installation and/or strike of artist-provided set, props, & technical elements to keep our spaces safe, clean, and undamaged
 - Preparing & backing up individual QLab, lighting and sound files for shows and restoring rep files for the next artists
 - **Serve as the primary production representative for rentals**
 - Working with Operations Team to connect with outside artists about production needs and possibilities as well as available equipment for use or additional rental
 - Overseeing the load in & installation and/or strike of renter-provided equipment
 - Serve as a technician or board operator as needed and/or overseeing outside technicians use of our equipment
 - **Support artists, technicians, designers, and staff during pre-production, load in/out, rehearsal, tech, and/or shows**
 - Attending staff meetings, production meetings, and programming
 - Answering questions, providing guidance & solutions, locating extra supplies, printing materials, managing schedules, etc.
 - Writing reports, sending calls, and updating paperwork to stay organized across departments
 - Being a hands-on team member who is ready to roll up your sleeves and jump in (behind the wheel, onto a crew, deep into a spreadsheet, you name it!)
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IDEAL CANDIDATE

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 thrive in all things production**, and you love to jump into action when there's work to be done - whether it's hanging a fixture, running a cable, adjusting a level, or painting a flat, your happy place is when you are activated on a project and working with others to get it done.
- You're comfortable with ladders, lifting heavy or awkward objects, unloading and loading up vehicles, working with power tools, etc.
- **You are a strong verbal and written communicator**; you are able to say things the way someone else likes to hear them and you listen actively to both verbal and nonverbal cues
- 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 are a self-starter with an affinity for leadership**; you can run a room and get A LOT done on your own, but like to brainstorm and collaborate with a team on final outcomes.
- **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, and for artists of all stripes.
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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.

AN EXCEPTIONAL OPPORTUNITY:

This is a part-time, seasonal non-exempt position with an hourly rate of \$25 - \$30 per hour commensurate with experience. 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 most recent Fair Pay Guidelines are available [HERE](#).

Ars Nova is based in NYC and this position will require almost exclusively onsite, in-person activity (including some evenings, weekends and holidays), so the applicant should intend to reside in the greater NYC area. This position is primarily based out of Ars Nova's building at 511 West 54th Street. Hybrid work is occasionally possible and can be discussed during the interview process; however, this role should expect to primarily work in-person at Ars Nova.

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:

https://form.asana.com/?k=obdBtILYfTUfp_lqcC1sZA&d=75190075101323

HIRING PROCESS:

Applications will be reviewed on a rolling basis through August 15, 2025. Advancing candidates will be invited to a first round interview on Zoom with Ars Nova's Production Manager, Alex Duncker. Second round interviews will be in-person at Ars Nova with Alex, one of our Co-Artistic Directors, and a couple folks from the team you'd be working with directly.