

Technical Manager

A. Paul and Carol C. Schaap Center for the Performing Arts and the Richard and Jane Manoogian Art Gallery

Location: 15001 East Jefferson Avenue, Grosse Pointe Park, MI

Status: Full-time, Exempt

Start Date: Fall 2025

Reports To: Facilities/IT Director

About the Schaap Center

Opening in November 2025, the A. Paul and Carol C. Schaap Center for the Performing Arts and the Richard and Jane Manoogian Art Gallery (Schaap Center) will be a state-of-the-art performance and exhibition venue dedicated to connecting, creating, and inspiring communities through the visual and performing arts. With a mission to demonstrate artistic, educational, and operational excellence, the Schaap Center will serve as a cultural anchor along the Jefferson Avenue corridor, presenting year-round programming with both permanent and visiting partners.

Our vision is to be a place for everyone – fostering accessibility, inclusion, and belonging while promoting community and artistic excellence. As we prepare for our inaugural season, the Schaap Center is building a passionate team committed to delivering exceptional experiences for artists, audiences, and community partners.

Position Summary

The Technical Manager will oversee the planning, coordination, and execution of all technical aspects of performances, exhibitions, and special events at the Schaap Center. This position ensures that lighting, sound, staging, projection, rigging, and related production elements are delivered with the highest level of quality, safety, and efficiency.

Reporting to the Facilities/IT Director, the Technical Manager will serve as a key liaison between program partners, their production staff, and the Schaap Center team. As a founding member of the operations staff, the Technical Manager will play a vital role in establishing technical standards, maintaining equipment, and ensuring that the Schaap Center's state-of-the-art facilities support artistic and community programming.

Key Responsibilities

- Manage all technical operations for performances, exhibitions, rentals, and special events, including lighting, sound, projection, staging, and rigging.
- Coordinate with artists, production teams, and partners to assess and fulfill technical requirements.

- Oversee the setup, operation, and strike of technical equipment for events.
- Facilitate move-in, load-in, and load-out of equipment, scenery, and materials, coordinating closely with artists, vendors, and production teams to ensure smooth logistics.
- Maintain, inventory, and schedule preventive maintenance of all technical systems, equipment, and tools.
- Ensure compliance with safety regulations, building codes, and industry standards; train staff and volunteers in safe practices.
- Collaborate with the Facilities/IT Director to establish technical procedures, budgets, and long-term equipment planning.
- Hire, train, schedule, and supervise technical contractors, stagehands, and crew as needed.
- Provide hands-on support and troubleshooting during rehearsals, performances, and events.
- Develop and manage technical documentation, including cue sheets, rigging plots, and event specifications.
- Support exhibitions and visual art installations with technical and AV requirements.
- Serve as a visible and professional representative of the Schaap Center when interacting with artists, partners, and patrons.

Qualifications

Required

- Minimum 3–5 years of experience in technical theater, live event production, or a related field.
- Demonstrated knowledge of lighting, sound, rigging, projection, and stagecraft.
- Strong troubleshooting skills and ability to manage complex technical requirements under pressure.
- Supervisory experience, including working with stage crews or contractors.

- Excellent communication and collaboration skills, with the ability to work effectively with artists, production staff, and venue colleagues.
- Knowledge of industry-standard safety practices and OSHA guidelines.
- Flexibility to work evenings, weekends, and holidays in alignment with performance and exhibition schedules.

Preferred

- Bachelor's degree in technical theater, production management, or related field (or equivalent professional experience).
- Experience with new or start-up venues and the creation of technical systems or workflows.
- Proficiency with CAD or other drafting software for technical planning.
- Familiarity with gallery/exhibition installation and audiovisual technologies.
- Certification(s) in rigging, OSHA safety, or related technical fields.

Physical Requirements

- Ability to lift up to 50 pounds occasionally and 35 pounds regularly.
- Ability to climb ladders, operate lifts, and perform manual labor requiring walking, standing, reaching, climbing, stooping, pushing, and pulling.
- Willingness to work indoors and outdoors in varying conditions.

Compensation and Benefits

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance; retirement plan; paid vacation and holidays.
- Professional development opportunities and the chance to shape the technical foundation of a new regional arts center.

To Apply

Please send a cover letter and resume to Jaime Rae Turnbull at jrt@jrturnbull.com with the subject line: *Technical Manager Application – [Your Name]*. Applications will be reviewed on a rolling basis until the position is filled.