



PRODUCTION/TECHNICAL DIRECTOR POSITION SUMMARY

The Garde Arts Center in New London, CT is seeking a dynamic Production/Technical Director to lead the seamless technical and operational execution of all performances and events in an historic restored 1400-seat movie palace and live performance hall, and ancillary spaces. This full-time role requires ensuring efficiency, timeliness, budget adherence, and high-quality standards across all productions, stage operations, and technical services for shows, rentals, community collaborations, and in-house events.

As both a strategic leader and hands-on problem solver, the Production/Technical Director will prioritize artists' needs, uphold technical standards, and maintain safety, security, and hospitality throughout all activities. The ideal candidate thrives in a collaborative, fast-paced environment, values teamwork, and brings technical expertise alongside a passion for community engagement, economic development in New London and southeastern Connecticut, cinema, and the performing and visual arts.

Reporting to the Managing Director and serving as a key administrative staff member, this role acts as a liaison within the institution. The successful candidate will be a strong influencer and negotiator, self-motivated, and committed to fostering a respectful, inclusive workplace culture that encourages creativity, collaboration, continuous learning, and diversity.

POSITION BACKGROUND

The Garde Arts Center operates with a small but impactful team of fewer than ten full-time staff members, including leadership and administrative roles. The organization is supported by part-time house managers, volunteer ushers, on-call stage crew, and contracted social media and design professionals. The Executive Director and Director of Development & Community Outreach have provided long-standing leadership for over three decades.

PRIMARY RESPONSIBILITIES

- Oversee all production operations, including stage management, lighting, sound, video, rigging, and stage crew for presented shows, resident company performances, and rentals.
- Lead and develop a production team focused on inclusion, shared leadership, and professional growth.
- Manage technical riders, production budgets, schedules, and staffing plans, ensuring fiscal responsibility in coordination with Managing and Executive Directors.
- Maintain clear communication with touring companies, artists, and resident companies regarding technical requirements.
- Hire, train, and supervise a small full-time team and a pool of part-time and per diem stagehands.
- Conduct performance reviews, manage disciplinary actions, and oversee staff separations.
- Innovate strategies to sustain and grow a reliable pool of stagehands.
- Ensure compliance with safety regulations and uphold high standards for workplace safety, accessibility, and hospitality.
- Collaborate across departments to enhance audience and artist experiences and meet project goals.
- Identify and resolve challenges affecting timelines, resources, or project scope.

- Provide regular reports on production progress, resource use, and team performance to the Managing Director.
- Coordinate and monitor all production performances, recommending improvements.
- Support long-term planning for equipment, capital needs, and technology upgrades.
- Foster an inclusive, respectful workplace culture aligned with organizational values.
- Stay current with industry best practices and lead ongoing training to diversify and expand the local stagehand and technician pool.

QUALIFICATIONS

- Minimum 5-7 years of experience in technical direction or production management within professional performing arts or live events, preferably theater; experience in roadhouse, nonprofit, or educational settings is a plus.
- Advanced degree in an arts-related field or a bachelor's degree with significant professional experience; IAVM membership is advantageous.
- Comprehensive knowledge of stagecraft, including lighting, audio, video, and rigging equipment and systems.
- Strong leadership, communication, and negotiation skills, with proven ability to manage teams, vendors, timelines, and budgets.
- Familiarity with various live entertainment venues and the national touring industry, including trends, regulations, and best practices.
- Commitment to safety, accessibility, and inclusion.
- OSHA 10- and 30-hour certifications and MEWP Operator Certification.
- Experience working in union and non-union environments.
- Availability to work nights and weekends as required.

Preferred Qualifications:

- Truck driving experience (box trucks, no CDL required).
- Entertainment Technician Certification Program (ETCP) Rigging and Electrician training.

PROGRAMMING OVERVIEW

The Garde presents a diverse array of performing arts including national Broadway tours, headliner entertainment, dance, opera, family events, and author appearances. It also features contemporary, classic, and independent films, movie premieres, and serves as a venue for political debates, educational forums, civic gatherings, graduations, fundraising events, conferences, weddings, receptions, and private functions.

Constituent presenters include the Eastern Connecticut Symphony Orchestra, Eastern Connecticut Ballet, Connecticut Lyric Opera, Salt Marsh Opera, New London Public Schools, and other local arts organizations and schools.

The P:ACE initiative (Partners: Arts, Community & Education) strategically connects Garde programs with artists, students, and community and social service organizations.

APPLICATION INSTRUCTIONS

Interested candidates should submit a resume and cover letter to Jennifer Zembruski, Managing Director, at jenz@gardearts.org. Please include "Production/Technical Director Application" in the subject line. Applications will be accepted until December 31, 2025.

COMPENSATION AND BENEFITS

The Garde Arts Center offers a competitive salary commensurate with experience, along with benefits including health insurance, retirement plans, and paid time off. Additional details will be provided during the interview process.

LOCATION AND TRAVEL REQUIREMENTS

This position is based in New London; CT. Occasional travel may be required for industry events or training. Remote work options are limited due to the hands-on nature of the role.

CONTACT

For questions about the position, please contact Jennifer Zembruski, Managing Director, at jenz@gardearts.org.

The Garde Arts Center

Business Address: 325 State Street, New London, CT

Website: <https://gardearts.org>

We look forward to receiving your application and welcoming a new member to our dedicated team!