

**Auditorium Technical Director - Director of Operations**  
**College of Liberal Arts and Sciences / Doudna Fine Arts Center**

The EIU College of Liberal Arts and Sciences is seeking an innovative, collaborative, and technically proficient individual for the position of Director of Operations for the Doudna Fine Arts Center. The architecturally stunning Doudna is a major regional center for the arts, and is housed within the College of Liberal Arts and Sciences at Eastern. The College is composed of two Schools (Arts, Communication and Journalism), 12 departments spanning the humanities and sciences, and many interdisciplinary programs.

Reporting to the Dean and Associate Deans of CLAS, the incumbent in the position will have the following duties:

- **Production Manager** duties: Coordination of all technical aspects of the events held within the Doudna Fine Arts Center, including the Doudna Premiere events, through communication with various artists and agency contracts. Assisting the School of the Arts (Departments of Art + Design, Music, and Theatre), Camps and Conferences, Admissions, other campus entities, and local community production companies and various artists and agencies with technical crew and production assistance.
  
- **Functions Coordinator** duties: Coordinating with members of the university and surrounding community in the planning, instituting, and supervising of all the events that take place within and around the Doudna Fine Arts Center (an average 350 events per year).
  
- **Technical Director** duties: Overseeing, and in some cases designing, lighting, staging, etc. as needed for production. This includes attending all pre-production meetings.
  
- **Crew Chief** duties: Recruiting, hiring, training, scheduling and supervision of around 15 undergraduate student workers, and oversee all technical contracted help.
  
- **Facilities Manager** duties: Serving as the main contact for building and facilities repairs, renovations, upgrades, and maintenance. This includes coordinating with various labor shops, departments, events, and activities to make sure work is done without academic and event disruption.
  
- **Video Specialist** duties: Working with the Doudna's Sound Engineer, recording and live-streaming of programs such as student recitals, interviews, premiere events, and b-roll to create content for the Doudna YouTube page and other CLAS/EIU electronic venues, and provide artists, faculty, and students with quality recordings. This includes all editing and post production needs.

**Requirements for hiring:**

1. 18 semester hours of college credit for course work in theater design and technology (such as courses in stage lighting, stage rigging, stage craft, scene design, sound systems or technical direction), **or** 18 months of work experience in technical operations of theatrical productions, **or** any combination of training and experience totaling 18 months, computed on the basis of one credit hour being equivalent to one month of experience.
2. One year of experience in a position equivalent to the Assistant Technical Director, as defined in this series, including the supervision of stage crew and technicians.

**Preferred qualifications** include a Bachelor's degree and experience related to duties of this position as well as adeptness at achieving a high-quality product within constrained budgets.

The successful candidate will have a highly collaborative and creative nature; strong organizational skills; a student- and community- centered focus; and strong communicative ability toward a variety of constituents.

Applications: Review of applications will begin immediately and continue until the position is filled. Priority will be given to applications received prior to **December 21, 2020**. Candidates should submit an application, letter of interest, resume, transcripts, and contact information for four references online at: <https://www.eiu.edu/humanres/application/login.php>.

Qualified candidates will be required to pass a Civil Service Examination.

For questions or assistance with the application process, please contact Donna Noffke at [dmnoffke@eiu.edu](mailto:dmnoffke@eiu.edu). Please address any questions regarding the position to Dr. Christopher J. Mitchell, Associate Dean, College of Liberal Arts and Sciences, [cjmitchell@eiu.edu](mailto:cjmitchell@eiu.edu) or 217-581-2922. Anticipated start date for this position is early January, 2021.