

## 2008 Festival Job Description

**POSITION: Technical Manager**  
**DEPARTMENT: Production (PRD), Operations**  
**HIRE DATES: Jan. 21 – April 18, 2008**  
**SALARY RANGE: \$600 to \$700 a week**  
**REPORTS TO: Director of Festival Operations**  
**WORKS WITH: Third party vendors, Production, Presentation, Venues and Special Events**

Please send your resume and cover letter to [jobs@AFIDALLAS.com](mailto:jobs@AFIDALLAS.com). Please write **TECHNICAL MANAGER** the subject line.

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The **TECHNICAL MANAGER (TCHMgr)** for the 2008 AFI DALLAS International Film is responsible for planning, integrating, and producing every non-screening aspect of the overall technical presentation of the Festival. The TCHMgr must have intimate knowledge of lighting, sound, and power and assist with the build out of the Victory Park Headquarters, the Centerpiece premiere productions and any special events requiring those elements. The ordering, testing, and execution of sound, audio, visual, lights, gobo placement, generator placement, internet connectivity, full electrical tie ins, and various other duties are the TCHMgr's responsibility. The TCHMgr will train and supervise the Technical Coordinator and other AFI DALLAS temporary staff in an effort to provide effective, professional, and standardized technical presentation throughout all AFI DALLAS venues, events, and screenings. The TCHMgr will also troubleshoot the integration of all these facilities and their potential challenges.

### **JOB DUTIES, RESPONSIBILITIES, AND FUNCTIONS**

- Work closely with the Director of Festival Production and the rest of the Production team on the lighting design, sound engineering, and overall technical needs for the setup and smooth running of the Victory Park Headquarters.
- Work with the entire Festival Production Department on the production of the Festival's nightly Red Carpet presence at one of a half dozen locations. Primary duties include securing essential power sources, developing and executing lighting design, and integrating a substantial sound design.
- Work with the Operations Manager (OM), AFI DALLAS staff, and other event or third party production companies, to build-out all AFI DALLAS venues and event spaces. Develop and execute all requirements and procurement regarding lighting, sound, audio/visual, Wi-fi and general needs for the daily efficient functioning of all AFI DALLAS venues.
- Supervise the implementation of the AFI DALLAS trailer, gobos, and other digital and visual collateral making sure that the appropriate projection, lighting, and other hardware needs are met for each environment.
- Oversee all technical procurement and set-up involving the Main Box Office site and the satellite Box Offices at screening venues. These technical needs may include but are not limited to, coordinating computer networking for production offices/staff desks, phone line installation and IT troubleshooting.

- Provide support to the Presentation Department when needed for all lighting, sound, and construction source issues regarding Festival screenings and event at these venues
- Work with the Director of Operations and the Operations Manager to plan and troubleshoot the integration of all sponsored and partnered facilities and their technical specifications.
- Participate in daily meetings during the Festival with the Production team attended by members of the Operations and Programming Departments.
- Attend the weekly AFI DALLAS Production meetings regarding all AFI DALLAS venue plans, build outs, and the execution of these places technical needs.
- Complete a comprehensive wrap report and turn in all job specific reports and files to the Operations Department during your exit interview which will take place a few days before employment is complete.

### **QUALIFICATIONS**

- Three years experience in technical direction and management of special events and on-site production required.
- Extensive knowledge of all film formats and technical aspects, theater operations, sound equipment, audio/video hardware, electronics, computers, and networking strongly preferred.
- Ability to work well in a fast-moving, adaptable environment with a tight-knit team strongly preferred.
- Ability to think and act quickly under pressure, work within tight deadlines and be able to multi-task strongly preferred.