



**Mission and Objectives:** *BlackRock Center for the Arts brings inspiring performing and visual arts experiences to diverse audiences in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.*

**Title:** Technical Coordinator  
**Location:** Germantown, MD  
**Duration:** Part-Time (6-10 Hours Weekly + Events), on track to full-time with added programming.  
**Salary:** \$18-20/hour DOE  
**Reports to:** Director of Operations

**About Us:**

BlackRock Center for the Arts, the leading venue for the performing and visual arts in Upper Montgomery County, MD, provides the community with the highest level of quality performances, free gallery exhibitions, and arts education classes in a welcoming and intimate setting close to home.

Reaching more than 40,000 people per year, BlackRock presents performances featuring top regional, national, and international touring talent from the worlds of jazz, blues, Celtic, folk, world, and bluegrass, as well as a contemporary theater for audiences of all ages.

**Job Description:**

The Technical Coordinator will work closely with the Artistic Director and Director of Operations to ensure quality maintenance of the technical aspects of BlackRock's performance, event, gallery, and rental spaces including lighting, sound, rigging, and video equipment. In addition, the Technical Coordinator will work with the Director of Operations to ensure successful technical execution of performances, special events, and rentals including staffing, equipment rentals, setup, strike, and more.

**Duties and Responsibilities:**

1. Oversees prep, staging, execution, and strike of lighting, sound, video, and other equipment for performances, events, and rentals alongside the Director of Operations.
2. Assist in the training of production staff in technical and safety procedures for theater, equipment, and personnel.
3. Assist in scheduling production staff for maintenance, performances, events, and rentals.
4. Maintain inventories of relevant materials and equipment; identify and assess inventory requirements; recommend service and purchases as needed.
5. Serve as technical liaison for potential performers, clients, and renters. Reserve house equipment and coordinate rental equipment as needed.
6. Perform miscellaneous job-related duties as assigned.

## **Application Information**

Please submit the following items:

- Cover Letter
- Resume
- Three References

To submit your application via email (.PDF or .DOC), please insert the words "Technical Coordinator" into the Subject line. Only qualified applicants will be contacted.

Please direct all submissions to: [jobs@blackrockcenter.org](mailto:jobs@blackrockcenter.org).

**DATE PREPARED: MAY 2021**

\* Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability or national origin.