



## TECHNICAL DIRECTOR

Oxygen Eventworks is looking to add a new Technical Director to its in-house production team. The Technical Director oversees the entire audio visual production process. This full-time position will work directly with Oxygen's sales, staffing, logistics and warehouse team to create technically flawless events. The TD manages their projects from client intake all the way through to breakdown. In between they attend client meetings and walk-throughs; design the show based on the client's specifications; produce technical drawings and edit as necessary; provide the equipment, staffing and timing needs to the sales team; advises on staffing and logistics; creates the gear list for the warehouse and is on-site at the warehouse for the packing and preparation of their projects; they provide direction to the crew prior to load-in and on-site to execute the client's vision and ensure the production schedule is adhered to. They troubleshoot as needed during events and make sure that all safety requirements are met. It should be noted that this position will frequently require work outside of standard business hours, including nights, weekends and possibly holidays.

Oxygen's warehouse is located at 500 Saw Mill River Road in Yonkers, NY. The TD is required to be at the Oxygen warehouse to help prep their own events, otherwise, they will work out of an Oxygen office in Manhattan (we are in the process of finding a location) 2-3 days a week any other days would be remote.

### **Main Responsibilities:**

- Design lighting, video, sound and staging for Oxygen Eventworks events based on client specifications, business needs and technical feasibility
- Project manage events from client intake all the way through to event completion
- Provide mockup and technical drawings for shows/events in Vectorworks
- Supporting and advising the sales teams with the technical knowledge needed to build a quote
- Providing accurate equipment needs and setup/breakdown time estimates
- Communicate with vendors, clients and all involved parties
- Perform site surveys and client walk-throughs as needed
- Provide on-site leadership of all crew at events from pre-production to load-in to show to load-out
- Create intelligent solutions with our inventory software system
- Recommend specific staffing personnel most suited to specific event roles
- Creation of all technical elements as needed both at job sites and in Oxygen's warehouse including the creation of gear lists and production schedules

### **OXYGEN EVENTWORKS**

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- Recommend and use new technologies to improve work for our clients and our employees
- Manages direct reports of technical production assistants and others on technical team.
- Liaise with warehouse staff in regard to show specific needs
- Make sure on site that breaks, lunches are taken
- Confirm that all safety requirements are being met on the job site and in the warehouse
- Troubleshoot and problem solve any technical issues arising during an event
- Any other task deemed suitable to ensure the successful implementation of Oxygen events

### **Requirements:**

- At least 2 years of current experience as a Technical Director at an AV company
- At least 7 years prior experience as a stagehand/AV technician etc.
- Rigger certification
- Skilled in all the AV disciplines: lighting, sound, video and staging along with in-depth knowledge of the key pieces of equipment
- Vectorworks expertise - must provide examples
- Ability to travel to Yonkers warehouse 2-3 days a week or as needed to prep their specific events

### **It is a bonus if you have:**

- Certificate of Fitness from the FDNY
- Prior experience with Flex Rental Solutions

### **Physical Requirements:**

- This position will require, standing, sitting, and crouching potentially for long periods of time on hard surface.
- This position will require the ability to lift up to 50lbs unassisted and frequently
- This position will require frequent work at height on ladders, and personnel lifts.

## **ABOUT OXYGEN EVENTWORKS**

Oxygen Eventworks is one of the leading full-service technical event production companies in New York City specializing in lighting, sound, video and staging for events of all sizes in all types of spaces. Our portfolio includes a wide range of corporate events from product launches to brand activations to concerts. In addition to corporate events, Oxygen also works closely with underground dance parties, which are often used as a lab to test out new technology and equipment. For more information, please visit [www.oxygeneventworks.com](http://www.oxygeneventworks.com)