

The Syracuse Area Landmark Theatre is a historic theatre and a cultural center of Syracuse, NY and Onondaga County. The Landmark is a workplace that will bring you into contact with world class entertainers and thousands of patrons in one of the most beautiful buildings in Central New York.

Technical Manager

Landmark Theatre

Part Time, Hourly, Seasonal

Reporting to the Director of Operations, Technical Managers (TMs) are responsible for the advancing, staffing, execution, and recovery from both private and public stage events. TMs are the Landmark's manager of labor assigned by IASTE Local 9 and the Landmark's liaison to producer, road show personnel, vendors and, for private events, the renter. Backstage labor is assigned by Local 9 but employed by the Landmark so the TM is the employer's representative regarding worksite management.

Advance Work and Pre-booking

- Advance events:
 - Establish work call times and numbers of personnel required;
 - Determine what rental equipment is needed (loading dock is supplied by Landmark) and coordinate with Producer on acquisition.
- Obtain costs of rental equipment and establish estimate of labor costs;
- Identify and fulfill backstage needs, company needs, and scheduling including hospitality riders, security calls, parking permits, internal staffing, and other requirements for a successful show;
- Deliver estimates and provide billing scheduling and information to the finance department.

Event Management

- Meet the needs of company and tour management from the time of arrival until the time of departure,
- In coordination with housekeeping team, ensure the readiness and ongoing serviceability of the dressing rooms and backstage offices for events;
- Oversee deployment and placement of local stage personnel;
- Coordinate security needs with security contractor and company/tour management;
- Ensure a safe environment for backstage workers and talent, record any incidents, and facilitate a safe and efficient load-in, event and load-out;
- Verify stage labor reports.

Event Recovery

- Report on any incidents, accidents, challenges, or successes from the event using standardized event reporting forms;
- Ensure that stage is returned to “house plot” or to “prepared for next event” as appropriate following conclusion of an event;
- Finalize billing for private events in coordination with the finance department.

Successful candidates will have:

- Customer centered attitude;
- Three or more years of stage event management experience;
- Flexible schedules;
- Strong communication skills both internally and externally;
- Strong attention to detail and follow through.

A Landmark TM must be able to:

- Stand for long periods of time;
- Climb stairs, multiple times per shift;
- Walk or run for long periods of time;
- Repeat the same movements;
- Use their hands to handle, control, or feel objects, tools, or controls;
- Lift at least 20 pounds unaided.
- Dress according to Landmark event dress code
- Maintain a level of hygiene appropriate to working with the public

“Technical Manager” is an event staffing position and therefore is subject to the seasonal Landmark Theatre event schedule. Event managers advance work, event work, and recovery work as dictated by the event schedule. Some touring shows will require that staff who interact with tour personnel have been vaccinated against COVID-19.