



Technical Coordinator
Reports to: Executive Director

Non-Exempt FLSA
Active Date: August 24, 2026

This position spends (100%) of time, creating, managing, supporting and overseeing artistic activity.

Summary Description: The Technical Coordinator will oversee all theatre technical needs for SAY Sí. This includes providing support to SAY Sí's Theatre Arts program by fulfilling technical and construction needs, procedures and policies as they apply to the program and supporting studio and instructional needs. This position will also provide support for facility rentals and all other technical theatre needs for the organization.

About SAY Sí's Theatre Arts program: ALAS (Activating Leadership, Art and Service) is committed to the creation of new and original work by middle and high school youth. The program challenges students to draw from their own experiences and those of their communities to devise, develop and produce original performance work for their peers and the general public.

Technical Coordinator Job Duties: Oversee all technical activities for the ALAS Studio. Duties may include assistance with technical demonstrations/workshops, student mentoring & engagement, documentation of process and production, and acting as technical liaison off-site ALAS performances and facility rentals.

Technical Coordinator is responsible for:

- Oversee operation, maintenance, and inventory of the technical assets of theatre program (classes, rehearsals, and workshops etc.).
- Ensure all technical systems are in proper working order for daily classroom use. Provide support for set up, tear down and organization of technical classroom needs as time permits.
- Supervise and train students in the use of lights, sound, set, projection, carpentry, prop construction, rigging and other technical theatre systems.

- Attend tech week rehearsals, in order to supervise the technical requirements for each performance.
- Provide technical support for all SAY Sí events, performances, and facility rentals.
- Hang or oversee lighting for SAY Si art openings and public events, with the understanding that SAY Sí staff will communicate lighting needs five (5) business days in advance.
- Will assist with teaching classes as necessary.
- Consult on technical needs/requests for all facility rentals, including needed equipment, staffing, timelines, and all other aspects of offering a professional and successful theatre rental experience. May be called upon to provide cost estimates for rentals and equipment needs.
- Create and maintain a theatre rental equipment inventory, to be posted and updated on SAY Si website. Make recommendations for equipment purchases and maintenance as needed.
- Stay up to date on best technical theatre practices.
- Act as technical director/consultant for off-site ALAS performances as needed.

Qualifications:

- At least one to three years of professional performing arts experience, with a focus on technical theatre. Must have good organization, management and communication skills. Additional experience in teaching is a plus.
- Should demonstrate ability to adapt to and re-prioritize multiple projects.
- Interest and experience in art, activism, working with youth, and education encouraged.
- Experience in set or prop construction not required, but a plus.

Requirements:

- Must have enthusiasm for working with and for youth and have a commitment to honoring youth voice.
- Basic computer literacy skills and knowledge including but not limited to: Microsoft Office, Google Drive, Google Sheets, Zoom, and ability to learn new systems and software quickly.
- Must pass a background check.

Hours and Salary:

- 16 hours per week. Additional hours for rentals and special events as needed, upon approval by Management.
- The hourly pay rate is \$18.45 per hour.

To Apply:

Please send the following to operations@saysi.org no later than **Monday, August 3, 2026**

- **Resume**
- **Cover Letter**
- **Three professional references**
- **Any relevant work samples**

This position is represented by United Professional Organizers as part of a recognized union. Terms and conditions including pay and benefits are subject to augmentation pending ongoing, inaugural negotiations between union and employer.

SAY Sí is an equal-opportunity employer, and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.