

TECHNICAL MANAGER

Sixth & I is seeking a full-time in-house **Technical Manager**, reporting to the Senior Director of Operations and Security, to oversee the organization's technical production, audiovisual, livestreaming, and lighting systems needs across events. The Technical Manager supervises freelance technical vendors and works collaboratively across teams to ensure events are executed safely, consistently, and with high production quality.

This position offers a flexible schedule for remote work, but must be located in the Washington, DC area to facilitate events-driven on-site work, an average of three nights per week or weekend during busy season.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage all technical production elements and AV systems for live events.

- Manage livestream, audio, lighting, video, projection, recording, and theatrical systems.
- Plan and execute technical needs for talks, concerts, comedy, podcasts, Jewish Life programming, rentals, and donor events.
- Develop Run of Show documents and oversee load-in, rehearsals, event execution, and strike.
- Operate production equipment as needed and troubleshoot technical issues during events.
- Act as Sixth & I's subject matter expert for all issues around AV and theatrical lighting.
- Strong video production and streaming skills are required.

Collaborate across departments.

- Communicate regularly with programming departments to review upcoming event needs and develop staffing plans, equipment lists, budgets, and production timelines.
- Partner with the Senior Director of Operations and Security on equipment planning and capital improvements.
- Support a safe, organized, and customer-focused event environment.

Coordinate with technical vendors.

- Schedule and supervise freelance technicians and outside vendors.
- Obtain quotes, negotiate services, and coordinate outsourced production support.
- Review and process production-related invoices.
- Provide technical training and guidance to staff and freelancers.

Maintain technical equipment, documentation, and standards.

- Maintain equipment inventories, serial numbers, warranties, maintenance schedules, and replacement recommendations.

- Coordinate preventative maintenance and repairs.
- Develop and maintain technical SOPs, venue specifications, workflow documentation, and user guides.
- Ensure documentation supports continuity and consistent execution.

Other duties as assigned.

WHO YOU ARE

- **Knowledgeable and resourceful.** You have a minimum of 2 years of relevant professional experience in event production.
- **Cool under pressure.** You have proven success working in fast-paced live event environments, exercising considerable judgement, and troubleshooting on your feet.
- **Organized and meticulous.** You have exemplary organizational skills, time management, and attention to detail.
- **A team player.** You thrive in collaborative work environments and prefer to work as part of a team versus alone; you are passionate about being part of a team-oriented, mission-driven organizational culture. You remain flexible and open to taking on a wide range of tasks as they arise in support of the broader team effort.
- **Committed to growth.** You operate with a growth mindset, are receptive to feedback, and seek to understand different perspectives.
- Able to stand for long periods of time, lift up to 50 pounds, and walk up and down stairs without accommodation.

SALARY & BENEFITS

- **Salary:** Sixth & I has a comprehensive pay equity philosophy which weighs years of experience at a particular job level and competency to determine an equitable salary within our organization. This role sits in Sixth & I's Level 2 band with an anticipated salary range starting at \$70,500.
- **FLSA Status:** Exempt
- **Benefits:** Sixth & I has a competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Retirement Savings w/ Matching Program, Pre-tax Transit Benefit, Paid Holidays, Parental Leave and more. In addition to regular vacation time and summer Fridays, our office is closed the week of July 4th and between Christmas and New Year's, as well as for select Jewish holidays.

HOW TO APPLY

Applications will be accepted on a rolling basis or until position is filled with a deadline of Friday, July 31. To apply, please send a cover letter and resume to jobs@sixthandi.org with your name and "Technical Manager" in the subject line.



No phone calls or emails please. Candidates will be contacted if there is an opportunity to be interviewed by Wednesday, August 5. The anticipated new hire for this position will start no later than Wednesday, September 2.

Sixth & I is an equal employment opportunity employer. Systemic inequities in hiring have caused many women, people of color, and LGBTQ+ people to apply to jobs only if they meet 100% of the qualifications. If you don't have all of the qualifications listed but are extremely organized, passionate about our mission, and believe you have applicable and transferable skills from other industries, we encourage you to apply for this job.

WHAT IS SIXTH & I?

Sixth & I is a center for arts, entertainment, ideas, and Jewish life in Washington, DC. We inspire more meaningful and fulfilling lives through an unexpected mix of experiences that embrace the multi-faceted identities of those we serve. Housed within a revitalized historic synagogue dating back to 1908 in the heart of the Nation's Capital, Sixth & I reimagines how culture, community, and Jewish life can enhance people's everyday lives. Across wide-ranging, thought-provoking, and accessible experiences, we celebrate the unexpected intersections between culture and spirituality and, in so doing, expand our sense of what's sacred.