PO Box 685
Larkspur, CA 94977

549 Magnolia Avenue
Larkspur, CA 94939

Tel: 415.924.5111
Fax: 415.329.1732
www.larktheater.net

TECHNICAL DIRECTOR JOB DESCRIPTION - February 2026

THE LARK THEATER

What We Offer

The Lark offers a broad range of cultural programming in a friendly and intimate setting. The repertoire includes first-run, independent, foreign and classic films, live broadcasts of opera, theater, ballet, and art. Among this array of options are: Live From The Met in HD opera series, Britain's National Theatre Live, Art and Architecture in Cinemas, and the On Stage at the Lark series featuring a stellar roster of nationally recognized live comedy acts, jazz and classical music. Annually the Lark partners with the Mill Valley Film Festival to present world premieres and special events as part of the Festival's program roster. The Lark also serves as a venue for civic fundraisers for local schools and other non-profit organizations.

Our Mission

To maintain and advance the 1940 Art Deco Lark Theater as a single-screen/single-stage, state-of the-art community film and cultural center with exceptional programming to enhance the artistic, cultural, educational and social life of Marin County and the Bay Area.

Equal Opportunity Employer. The Lark is committed to a workplace free from discrimination and harassment and encourages applicants from all backgrounds to apply.

POSITION OVERVIEW

- Provide technical direction and production management for all live events at the Lark, including performances, rentals, Marin Jazz, special events, and more
- Manage the Lark's rental program
- Assist General Manager as needed
- Part Time hourly – average of 20 hrs/week with high variation
- $50/hour

DUTIES, INCLUDE BUT ARE NOT LIMITED TO:

- Attend all live events at the Lark
- Set-up and run lighting and sound for all events as needed
- Quickly develop expertise with the Lark's sound board, lighting board, related software, and equipment.

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- Maintain the Lark's lighting and sound equipment
- Provide courteous and professional service and basic theater information on the phone, in person, and via email
- Train as backup for projectionist
- Perform general clerical duties including but not limited to answering phone, filing, photocopying, emailing, and mailing as required
- Provide additional administrative support as needed

REQUIREMENTS

- Availability for at least one year.
- Available to work evenings, weekends, and holidays
- A strong understanding of A/V, video editing, projection and audio
- Prior theater production experience
- Capable of handling stressful situations with charm and tact
- Reliable, punctual, and responsible with a very keen eye for detail
- Organized, multi-task oriented
- Must have a positive, "Can Do" attitude
- Computer and network troubleshooting understanding (experience a +)
- Able to work independently and in team environment
- Ability to lift 50 lbs and carry heavy items up and down stairs and ladders.
- General computer knowledge and proficiency in Mac, Windows, and Google Workspace environments
- Comfortable working around electronics and in tight spaces
- Event planning experience a plus
- Must be 21 or older. We serve wine & beer.
- General understanding of, and ability to handle maintenance such as repairs, including minor plumbing and electrical.

HOW TO APPLY

Send resume and cover letter describing your qualifications and interest in the position to matt@larktheater.net, with "Technical Director Application" as the subject line.