



Technical Director Job Opening Posting

Classification: Full Time/Exempt/Salary

Salary Range: \$70,000 - \$78,000

Benefits: Paid time off, health, dental and vision insurance plans

Location: Sie FilmCenter – 2510 E. Colfax Ave., Denver, CO 80206, on location as needed, and remote work

Reporting Structure: Reports to Chief Operations Officer

Position Summary:

The Technical Director has the primary responsibility of ensuring the smooth and efficient functioning of all audiovisual equipment, projection systems, and other technical infrastructure within the Sie FilmCenter, Denver Film's year-round home. The director also coordinates necessary technical needs for annual off-site events such as Film On The Rocks and the Denver Film Festival. The Technical Director works closely with all departments and leads a team of skilled professionals throughout the year.

About Denver Film:

The first Denver International Film Festival was successfully launched in May 1978. Three years later, the 501(c)(3) nonprofit Denver Film Society was created to expand opportunities to bring films to Denver that otherwise might not be shown, and to celebrate and cultivate film as an art form. Over the years the organization has grown into one of the largest and most respected cultural institutions in the Rocky Mountain region. In 2019, the organization rebranded to Denver Film to build a more inclusive organization. This effort continues as we focus on diversity, equity, inclusion, and accessibility across our wide array of year-round programs including Colorado Dragon Boat Film Festival, Women+Film Festival, CinemaQ Film Festival, CineLatinx Film Festival, Film on the Rocks, the Denver Film Festival, and other programming. Denver Film operates the Sie FilmCenter, which is the year-round cinematic home hosting over 800 films, education programs, community conversations, filmmakers from around the world, and special events throughout the year.

Our Mission:

Our mission is to create entertaining and transformative experiences for the Colorado community through the power of diverse voices in film.

Our Values:

- Creativity – We cultivate curiosity and innovation in everything we do to transform lives through film
- Community – We strive to create a sense of fellowship with others; we continuously explore ways in which film can foster community
- Accessibility – We advocate for diverse ideas, cultures, opinions, and needs of communities with focuses on diversity, equity, inclusion, and accessibility

- Professionalism – We act with respect, integrity, and competence. We are accountable for our actions and choices
- Excellence – We challenge ourselves to mindfully curate films that educate, inform, and invoke through provocative conversations
- Collaboration – We embrace partnership and teamwork, working collaboratively to build community through film

Essential Job Duties and Responsibilities: The duties and responsibilities of this position include without limitation:

- Managing the installation, maintenance, and repair of all audiovisual equipment, including, but not limited to, projectors, sound systems, screens, networks, and lighting fixtures
- Developing and implementing procedures for routine equipment inspections, troubleshooting, and repairs to minimize downtime and ensure uninterrupted cinema operations
- Coordinating with external vendors and contractors for specialized technical support or equipment upgrades as needed
- Conducting regular calibration and alignment of projection and sound systems to ensure optimal picture and sound quality in accordance with industry standards
- Monitoring and evaluating audio and video performance during screenings, promptly addressing any issues to maintain an immersive viewing experience for audiences
- Managing, tracking, and inspecting incoming and outgoing content for theatrical features, trailers, shorts, and other materials daily
- Collaborating with the leadership team to develop annual budgets for equipment maintenance, upgrades, and replacements
- Monitoring expenditures and resource allocation to ensure adherence to budgetary constraints while maintaining optimal technical standards and operational efficiency
- Collaborating with event organizers and production teams to plan and execute technical requirements for special events, including but not limited to Denver Film Festival and off-site events such as Film On The Rocks
- Coordinating equipment setup, configuration, and testing for special screenings, panel discussions, and live performances, ensuring seamless integration with venue infrastructure and event themes
- Providing on-site technical support and supervision during special events and Sie Film Center venue rentals to troubleshoot any audiovisual issues and ensure optimal presentation quality for attendees
- Working closely with event planners and external vendors to coordinate logistics for equipment rentals, transportation, and setup at off-site venues
- Facilitating regular interdepartmental communication regarding marketing materials and branding to ensure up-to-date presentation and advertising on-screen
- Providing technical training and guidance to projectionist staff on equipment operation, troubleshooting techniques, and safety protocols
- Establishing weekly maintenance and cleaning schedule with some duties allocated to on-duty projectionist staff.
- Fostering a culture of continuous learning and skill development among technical personnel to enhance their proficiency in handling audiovisual systems effectively
- Other duties as assigned

Desired Skills

- A love of film, arts, and culture
- Commitment to the Mission, Vision and Values of Denver Film
- 5+ years of experience working in a cinema projection booth with emphasis on presentation and equipment maintenance – film festival experience is a big plus

- Knowledge and skill in presenting archival 35MM and 16MM film
- The experience and desire to build, mentor, and lead a diverse team through a collaborative and open management style
- Experience managing staff members in a positive and team focused manner.
- Excellent inter-personal, verbal and written communication skills with ability to act in professional manner with members of the public and with staff members
- Maintains confidentiality and security of Denver Film's confidential information
- The ability to be calm and move confidently under high pressure scenarios
- Ability to work independently in a fast-paced environment while supporting the goals and initiatives of a collaborative team
- Strong time management skills and the ability to meet deadlines
- Excellent attention to detail, problem-solving ability, and organizational skills
- Exceptional customer service skills
- Intermediate to advance skills in word processing, spreadsheet, database, presentation software and internet required

Special Requirements:

- Valid driver's license and reliable access to transportation
- Able to work evenings, weekends and holidays as required
- Able to climb up and down stairs; able to climb up and down ladders; able to kneel, bend, stoop, crouch, reach and carry; able to lift and carry up to 25 lbs., including up and down stairs
- Able to work in small or confined areas

How to Apply:

Please visit denverfilm.org/about/jobs-internships/ to submit your cover letter and application.

Timeline:

Review of applications begins on receipt. The deadline to apply is February 23, 2026. If your application is moved forward, the application process may include 1-2 interviews with Denver Film staff members. The starting date will depend on availability.

Denver Film is an equal opportunity employer. At Denver Film, we are committed to creating a diverse environment and are proud to promote inclusiveness in everything we do. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Denver Film is also committed to compliance with the Americans with Disabilities Act (ADA). While performing the duties of this position, the employee is regularly required to talk, hear and see. We will ensure that persons with disabilities are provided reasonable accommodations.