



JOB DESCRIPTION/SCOPE OF WORK

ASSISTANT TECHNICAL DIRECTOR Seasonal Exempt

Immediate Supervisor(s): Technical Director
Schedule: TBD
Salary: \$684/wk
Housing (if needed): Shared Room, kitchen and bath
Start Date: May 22
End Date: mid/late August

STATEMENT OF JOB:

The Assistant Technical Director will work productively teching, building, installing, and striking scenery for the Mainstage, KIDDSTUFF, and Wedge Seasons. The Assistant Technical Director will assist the Technical Director in delegating work to the carpentry crew as well as helping with the daily operations, leadership, and administration of the scene shop.

JOB DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work
- Wearing work appropriate clothing
- Completing assigned daily tasks
- Follow and practice safe work methods and safety procedures
- Follow procedures and policies in Seasonal Employee Handbook

SPECIFIC RESPONSIBILITIES:

- Participate in the construction, load-in, and strike of scenery as assigned
- Serve as the Technical Director for KIDDSTUFF or Wedge Shows as assigned
- Upon request, provide input or suggestions on projects
- Report all maintenance notes, tool repairs, and re-supply needs to the Technical Director
- Work with the Technical Director on any rigging and automation projects
- Serve as the Shop Supervisor as assigned
- Assist in the repair and maintenance of scene shop tools
- Assist in the transportation/shifting of scenery as required by rehearsal needs
- Use proper safety equipment and methods for the job assignments; request proper safety equipment from the Technical Director for special situations
- Attend Design, Production Meetings, and technical rehearsals as needed/appropriate
- Assist in the general maintenance of the scene shop and its equipment
- Help maintain the theatres and building complex as needed. Participate in minor renovations/repairs as necessary
- Act in concert with the theatre's safety policies.
- Assist with supervision and training of shop staff including Interns
- Assist with the training of show crew as necessary
- Approach and carry out duties, as designated above, with a positive attitude
- Additional duties as assigned

REQUIREMENTS:

- Minimum of 2 years professional experience in theatrical carpentry
- Previous summer theatre experience
- The Physical Requirements include: routine lifting of 30 to 50 lbs, occasional work on ladders, catwalks, scissor lifts, and other personnel elevation devices
- Valid driver's license with a vehicle
- Ability to teach skills and work with carpentry crew of varying skills
- Ability to read and interpret technical drawings
- Proficiency in theatrical construction techniques

- Knowledge of Vectorworks and/or AutoCad
- Knowledge of standard and safe rigging practices
- Knowledge and ability in a variety of scenic construction methods
- Proficiency in metalworking techniques
- Knowledge of safety equipment and products
- Knowledge with the safe handling and disposal of hazardous materials
- Knowledge of industry and OSHA standard safety practices
- Excellent verbal and written communication skills
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting.
- Maturity and understanding of the artistic process and excellent inter-personal, organizational, collaborative, communication and leadership skills
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment
- Ability to work on multiple productions within tight timelines and budgets
- Ability to work long hours and to manage an irregular schedule
- Ability to supervise, train and work with interns

