



Weston Playhouse Theatre Company
ASSISTANT TECHNICAL DIRECTOR
Seasonal Full-time Staff

Reports to: Technical Director
Start Date: Mid May
End Date: early September
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Shared room, kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Work with Technical Director to ensure successful engineering, construction, installation, and strike of scenic elements for 7 shows on 2 stages.
- Work with TD and Master Carpenter to direct and supervise Scene Shop staff in offsite scene shop
- Assist in the logistics of scenery transfer/installation in venues for all productions
- Assist in creation of and adherence to scene shop build schedules
- Work with Technical Director on purchasing, paperwork, and inter-departmental communication
- Communicate as needed with scenic designers, production management, stage managers, directors, and other production department heads to ensure safe and appropriate implementation of all scenic elements
- Assist Technical Director with interpretation of design drawings and creation of construction drawings
- Attend and participate in production and department head meetings as required
- In coordination with Technical Director, order all necessary materials and supplies in timely manner
- Assist in tracking deliveries and purchasing paperwork, submitting invoices and receipts to Production Management
- Oversee safety of those working in scene shop and on stage.
- Ensure that personnel are properly trained in use of company-owned or rented vehicles, machinery, and tools and use appropriate personal protective equipment while working in the shop or performance spaces during load-ins, techs and changeovers
- Research, acquire and maintain MSDS for products used or stored in the scene shop
- Provide support for special events or company projects as needed

REQUIREMENTS:

- Proficiency in wood and metal scenic construction and fabrication techniques; scenic engineering and rigging
- Ability and willingness to work long days with irregular schedules with a positive attitude
- Computer-drafting proficiency; AutoCAD preferred; provide own laptop with appropriate software programs
- Minimum of 1-2 years professional experience in scenic construction, scene shop supervision, and/or Technical Direction or equivalent. Demonstrated knowledge of equipment maintenance and operation
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills
- Proven ability to motivate, manage, educate, and coordinate staff members of varying proficiency levels
- Demonstrated experience working on multiple productions within tight timelines and budgets
- Demonstrated knowledge of industry and OSHA standard safety practices
- Prior experience safely loading, unloading and driving 24-foot truck.
- Ability to safely lift 50 lbs
- Ability to thrive in rural area with limited cell phone service
- Valid Drivers License with clean record. It is preferred that you have your car and you may be asked to use your personal vehicle. All company related trips will be reimbursed