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

Reports to: Technical Director
Start Date: May 21, 2020
End Date: September 10, 2020
Work Week: 6 days, 8-10 hours/day, overnight during changeovers, day off may vary week to week
Housing: Shared room, kitchen and bath in company housing
Compensation: $425-475/week, housing included

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, with primary focus being the three Playhouse productions;
- Work with Technical Director 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 needed;
- In coordination with Technical Director, order all necessary materials and supplies in a 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;
- Computer-drafting proficiency; AutoCAD preferred; provide own laptop with appropriate software programs;
- Minimum of 2 years professional experience in scenic construction, scene shop supervision, and/or Technical Direction, or equivalent preferred;
- Demonstrated knowledge of shop 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;
- Comfortable working at heights ranging from twenty to thirty feet from floor level, and may often call for the use of genies, scaffolding, ladders, and grid work;
- Ability to work in tight, awkward spaces is necessary;
- Demonstrated knowledge of industry and OSHA standard safety practices;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Prior experience safely loading, unloading and driving 24-foot truck;
- Ability to lift up to 50 lbs. safely with assistance;
- Ability and willingness to work long days, with irregular schedules, with a positive attitude;
- Valid driver’s license with clean driving record; own car, with valid, current insurance coverage preferred. Mileage will be reimbursed for all business-related trips;
- Ability to thrive in rural area with limited cell phone service.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hiring@westonplayhouse.org.

For more information check out our website at https://www.westonplayhouse.org/