Weston Playhouse Theatre Company
TECHNICAL DIRECTOR
Seasonal Full-time Staff

Reports to: Production & Operations Manager
Start Date: May 18, 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: Single room, shared kitchen and bath in company housing
Compensation: $600-650/week, housing included.

Responsibilities include, but are not limited to:
- Oversee setup and daily operations of off-site scene shop;
- Ensure completion of all set elements for each production to the satisfaction of WPTC Management and Set Designers;
- Interpret design drawings and create all construction drawings;
- Successful engineering, construction, installation, and strike of scenic elements for 7 shows on 2 stages;
- Work with Production Management to ensure all shows are completed within deadlines and budgets;
- Supervise Scene Shop staff of two ATDs, two carpenters, and three carpentry interns in construction and installation of scenic elements;
- Create, establish, and communicate build schedules for Scene Shop; successfully communicate schedules and goals with Department Heads and Production Management;
- Successfully manage logistics of working in off-site scene shop;
- Collaborate with Props Manager and Scenic Charge on construction schedules for scenic and prop elements;
- Communicate proactively with WPTC Management, Scenic Designers, Stage Managers, Directors, Designers, and other production department heads to ensure safe and appropriate implementation of all scenic elements;
- Attend and participate in all scheduled production and department head meetings;
- Work with Production Management to schedule and train stagehand/run crews for all shows;
- Order all necessary materials and supplies in timely manner. Track deliveries and purchasing paperwork, submitting invoices and receipts weekly to Production Management;
- Successfully manage show and department budgets;
- Oversee safety of those working in scene shop and on stage to OSHA standards;
- 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:
- Mastery of wood and metal scenic construction and fabrication techniques, scenic engineering, and rigging;
- Computer-drafting proficiency; must provide own laptop with drafting software, AUTOCAD preferred;
- Minimum of 2 years professional experience in Technical Direction, or equivalent, preferred;
- Prior experience leading scenery construction and logistic processes in off-site shop preferred;
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills;
- Interest in mentoring and training up-and-coming technicians;
- Proven ability to motivate, manage, educate, and coordinate staff members of varying proficiency levels;
- Ability to lift up to 50 lbs. safely with assistance;
- 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;

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- Ability to work in tight, awkward spaces is necessary;
- Demonstrated knowledge of industry and OSHA standard safety practices;
- Familiarity with proper maintenance and usage of all shop equipment and hand tools;
- Valid driver’s license with clean driving record; own car with valid, current insurance coverage preferred. Must be willing to use personal vehicle for business purposes if necessary. Mileage will be reimbursed for all business-related trips;
- Prior experience safely loading, unloading, and driving 24-foot truck;
- Ability and willingness to work long days, with irregular schedules, with positive attitude;
- Ability to thrive in a rural area with limited cell 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/