



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

Reports to: Technical Director
Start Date: May 16, 2019
End Date: August 25, 2019
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

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 MainStage productions;
- 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 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;
- 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 safely lift 50 lbs;
- Ability to thrive in rural area with limited cell phone service;
- 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

Compensation is between \$500-525/ week, housing included.

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 hire@westonplayhouse.org.

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