



Weston Playhouse Theatre Company
TECHNICAL DIRECTOR
Seasonal, full-time

Reports to: Production Manager & Operations Manager
Start Date: Mid May
End Date: early Sept
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Single room, shared kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Oversee setup, and daily operations of offsite Scenic Studio
- 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 varying skill levels in construction and installation of scenic elements
- Create, establish, and communicate build schedules for Scene Shop; share with department heads as appropriate.
- 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 scenic designers, stage managers, directors, guest artists and other production department heads to ensure safe and appropriate implementation of all scenic elements
- Interpret design drawings and create all construction drawings
- Attend and participate in all scheduled production and department head meetings
- Work with Production Management to schedule and train stagehand/running 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
- Oversee safety of those working in scene shop and on stage.
- Ensure that personnel are properly trained in operation machinery and tools and use appropriate personal protective equipment while working in the shop, 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
- Minimum of 2 years professional experience in Technical Direction or equivalent
- Prior experience leading scenery construction and logistic processes in off-site shop.
- Excellent inter-personal, organizational, collaborative, communication and leadership skills
- Proven ability to motivate, manage, educate and coordinate staff members of varying proficiency levels
- Ability to lift 50 lbs safely and independently
- Demonstrated experience working on multiple productions within tight timelines and budgets
- Demonstrated knowledge of industry and OSHA standard safety practices
- Familiarity with proper maintenance and usage of all shop equipment and hand tools
- Valid driver license with clean record and 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 rural area with limited cell service