



Weston Playhouse Theatre Company
TECHNICAL DIRECTOR
Seasonal, full-time

Reports to: Production Manager
Start Date: May 13, 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: Single room, shared kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Oversee setup and daily operations of off-site scene shop;
- Ensure completion of all set elements of each production to the satisfaction of the Theatre Company and Set Designer;
- 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, three carpentry interns, and one carpentry/paints swing intern in construction and installation of scenic elements;
- Create, establish, and communicate build schedules for Scene Shop; successfully communicate schedules and goals with Department Heads;
- 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 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, 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;

- 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 50 lbs with assistance safely;
- 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'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 rural area with limited cell service;

Compensation is between \$650-675/ 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/>