

Associate Technical Director
Job Description

Supervisor: Production Manager, Technical Director (TD)

Supervises: Scenic Jobbers, Apprentices in production duties

Job Purpose: The Associate Technical Director (ATD) is a member of the production team dedicated to making the production run smoothly and efficiently within the resources provided. This position focuses on the creation, acquisition, maintenance, and breakdown of all scenic elements. This position is designed to transition into a TD position over time.

Duties and Responsibilities:

- Coordination and construction of scenic elements
 - Work with TD, Scenic Designer and Director to create, acquire, and maintain all scenic elements
 - Primary role in constructing scenic elements
 - Supervise apprentices and overhire
 - In conjunction with TD, create the plans for costing out and building all scenic elements
 - Maintain the scene shop areas and keep inventory and maintenance of the shop stock and tools
 - Oversee the rental and borrowing of items to outside people and organizations
 - In conjunction with the TD, oversee production safety, elements of training, education and execution of safe production practices in regards to sets
 - Supervise Apprentices in production duties during Load In's, Strikes, Build, Technical Rehearsals and other projects as assigned
 - In conjunction with TD, attend Production Meetings, Production Post-Mortems, Technical Rehearsals and Previews, as needed
- Working with the TD, maintain the physical stage and rigging elements
- Participate and help coordinate "Full Company" projects, work calls, meetings and events

Qualification:

- Experience in professional technical theater
- Experience in drafting, carpentry, furniture construction, welding, rigging, sewing, knowledge of physics; plus the knowledge and ability to use all of the tools necessary to perform these types of duties
- The ability to read and interpret construction and design drawings
- Knowledge of Microsoft Office is preferred
- Knowledge of historical periods, antiques, and scenic design is a plus
- Time management skills, ability to work well under pressure, and meet deadlines
- Team player with outstanding problem-solving abilities and creative solutions that can work independently
- Ability to manage and oversee a small crew as assigned
- Ability to maintain a clean, safe work environment
- High attention to detail and artistic eye
- Excellent communicator with a sense of humor and an optimistic attitude
- Flexibility, creativity, and resourcefulness all make up the successful Technical Director

Associate Technical Director
Job Description

Working Conditions:

- This position is a full-time, salaried, benefits eligible, seasonal position that typically runs from late August to late May
 - Weekly schedule changes based on the needs of the show
- Office space with a desk and a computer as well as a shared drafting table and access to printers, a copier, and wifi enabled internet.
- Access to the scene shop and costume shop which have tools necessary to build, craft, and create scenic elements
- The work environment is primarily the scene shop and the stage.
 - The scene shop and all storage areas may be dusty and damp.
 - Many locations require stair and or ladders to access.

Physical Requirements:

- Mobility: ability to stand, bend, crawl, reach, carry, climb ladders, stairs
- Safely lifting loads of 50 pounds by oneself, lifting 100-200 pounds with two or three people
- Visual acuity to distinguish color, texture and patterns
- Auditory and vocal ability to communicate over distance.
- Ability to work at heights up to 50' from the ground.
- Ability to work on top of ladders, lifts, and platforming at various heights.

Portland Stage Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics and any other areas protected by law. In addition to federal law requirements, Portland Stage Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.