

Gloucester Stage Company, Inc.

TECHNICAL DIRECTOR

Job Description

Purpose and Scope

The purpose of this document is to establish the job requirements, duties, and responsibilities of the Technical Director. This is a mid-level production staff position, reporting to the Production Manager.

Responsibilities

Directs all aspects of scenery for Gloucester Stage Company Season, including:

1. Maintaining a safe theater and shop environment
2. Scheduling and materials budgeting
3. Maintaining equipment, inventory, and stock pieces
4. Supervision of over-hire, volunteer, and apprentice work crews
5. Communicating with designers, stage management, leadership, and other production departments as needed
6. Timely and accurate delivery of scenic designs.

Specific Duties

Responsibilities of this position include but are not limited to:

- Staff Supervision - oversight of all shop staff, leading work calls, strikes and load-ins.
- Maintains professionalism, a safe work environment, and actively works to create a culture of diversity, inclusion and belonging in the scene shop.
- Budget Responsibilities - Creates scenery expense estimate for each project including materials, rentals, shipping, and transportation as necessary.
- Administers and is responsible for show material budgets, rentals as needed, transportation and shop inventories.
- Works with Production Manager and Scenic Designer to make design work effectively with theatre equipment, within theatre space and within established budgetary limits.
- Drafts or approves drafting of ground plan, section, and construction drawings of each show.
- Plans and oversees scenic load in and strike, with Production Manager.
- Attends production meetings, rehearsals, all tech rehearsals, and previews as necessary.
- Oversees maintenance of scene shop facilities and equipment.

Requirements

Candidates MUST meet the following basic qualifications in order to be considered for this role:

- College degree in Technical Direction or related field preferred.
- Five or more years of experience in a scenic fabrication environment-educational or professional.
- Proficient with AutoCAD and Microsoft Office, familiar with Vectorworks.
- Command of engineering fundamentals and experience with their applied application to non-theoretical problems.
- Solid experience with safe, industry standard rigging practices and hands-on experience building rigging systems.
- Strong, clear verbal and written communication skills-expressing oneself as well as listening.
- Valid driver's license.
- Comfortable working at heights and on ladders.
- Ability to lift 50 pounds.

THE IDEAL CANDIDATE

The Technical Director oversees the practical needs of our professional productions. It is critical to be **creative, attentive, organized and safe**. This position directs all aspects of scenery including training support artists and staff, drafting, construction, budgeting and purchasing, and participating in production conversations to realize designs. Overall, we look to employ service-minded people who are reliable, clever, and able to work independently.

How to Apply:

Please submit the following, ATTN: Joe Short, Production Manager, to info@gloucesterstage.com:

- A brief personal cover letter (address interests/experience/future)
- Your resume, and
- Three professional references (checked after first interview)

Once your application is received, a first-round phone interview will be scheduled.

Apply by:

April 1, 2019 (or until filled)

Salary:

\$15+/hr

Timeline:

Flexible onsite, May through November

About the Company:

Gloucester Stage Company is Cape Ann's premiere professional theater company nestled on the shore, and part of the greater Boston theater community. The intimate performance venue has provided the perfect setting for premiering new works and rousing classics over the past 39 seasons. Since its founding, Gloucester Stage, under contract with Actors Equity Association, has been a place where dedicated artists create theater that matters at the highest level of professional achievement.

Gloucester Stage Company is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status. Gloucester Stage Company remains committed to providing a safe and secure environment for all of our volunteers, artists, and staff. We are proud adopters of the The Chicago Theatre Standards, and part of the #notinourhouse movement.