



<b>Job Title:</b>	Summer Season Technical Director		
<b>Department/Group:</b>	Production	<b>Reporting To:</b>	Production Manager
<b>Level/Salary Range:</b>	\$750/wk for 16 weeks	<b>Position Type:</b>	Seasonal
<b>Search process:</b>	Applications will be evaluated on a rolling basis.	<b>Start date:</b>	May 13, 2024
<b>To apply:</b>	Submit cover letter, resume and name/contact info for 3 references to jobs@winniplayhouse.org		

**ROLE AND RESPONSIBILITIES**

The Technical Director oversees the build, installation, maintenance, and strike of all scenic and scenic-related elements for each production of the summer 2024 season.

**Essential Duties:**

- Communicate regularly with the scenic designer and director of each production in order to realize the design and functionality of each set
- Source and purchase materials required to complete the construction of all scenic elements within the allotted budget
- Produce construction draftings and determine construction methods and materials necessary for each scenic element
- Determine the schedule of the build, load-in, and strike of each production within the available time frame and with the available staff
- Assess the need for overhire in coordination with the production manager
- Oversee, and participate in, construction and install of all scenic elements including all rigging, masking, and mechanical devices, and coordinate with other departments’ installation timelines to deliver a completed set by the first technical rehearsal of each production
- Respond promptly to scenic notes as reported by stage management
- Ensure safe operations and standards are practiced throughout each build/installation/strike process
- Oversee scenic department staff including assistant technical director, carpenter, scenic charge, and overhire/volunteer staff
- Maintain safe and tidy workspaces at the scene shop, paint shop, and stage
- Ensure all shop equipment and tools are safe and properly maintained
- Attend administrative staff and full company meetings, production meetings, and technical rehearsals
- Accurately oversee and track all scenic-related spending for each production and submit receipts in a timely manner

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Minimum Physical Requirements:**

- This position requires the employee to hear, see, move freely, climb stairs and ladders, work safely at heights and lift up to 100lbs.

**Minimum industry specific qualifications:**

- Strong background in reading and interpreting construction drawings
- Demonstrated ability to draft both manually and digitally; familiarity with Vectorworks is strongly preferred
- Demonstrated ability to safely use power tools and welding equipment to fabricate scenic elements with both metal and wood
- Demonstrated ability to construct and install scenery that is safe and visually appealing, and aligns with the design
- Demonstrated ability to rig scenery and soft goods safely
- Strong leadership skills with the ability to maintain a positive work environment by communicating and behaving in a positive manner with artists and staff from a variety of experience levels and backgrounds.
- Detail-oriented with the ability to prioritize, delegate, and multi-task.

**Minimum education/experience requirements:**

- There are no minimum education requirements for this position
- Minimum 2 years working in a similar environment requiring a similar knowledge base and skill set
- A valid driver’s license is required.



***The Winnepesaukee Playhouse is dedicated to inclusive hiring and the principle that art thrives in a diverse environment. All qualified applicants will receive consideration for employment. The Playhouse does not discriminate based on race, color, religion, sex, gender identity or expression, sexuality, national origin, disability, or age.***

Last Updated By:

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Date/Time:

3/5/2024