

JOB DESCRIPTION: ASSISTANT TECHNICAL DIRECTOR

Rev: 11/2021

Job Title: Assistant Technical Director

Reports to: Technical Director

Department: Production/Carpentry

FLSA Classification: Seasonal Full-Time Exempt

Rate: \$650-\$750 per week

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: The Assistant Technical Director (ATD) assists in the technical design and technical drafting of scenic elements as approved by the Technical Director (TD) for the Goodspeed Opera House, The Norma Terris Theatre, Goodspeed by the River Series, and all assigned Goodspeed events and outside projects. In addition, the ATD is responsible for purchasing and tracking shop materials, supplies, and equipment. This position also aids the TD & Lead Carpenter/Shop Foreman (LC/SF) in the management of shop and run crew staff, as well as the maintenance of safe, clean, and efficient shop and theatre work spaces.

Principle Duties and Responsibilities:

- Work with TD to engineer and draft construction plans and drawings.
- Provide drawings requested by stage management and other department heads.
- With Lead Carpenter/Shop Foreman (LC/SF) and TD, facilitate work flow through shop by delegating appropriate jobs to shop staff.
- Assist (with TD and LC/SF) in the supervision and training of all carpentry staff in safety guidelines, proper tool usage, standards of quality, and construction methods.
- With TD, create and maintain a build schedule of all scenic elements.
- Supervise and assist in the transportation and shifting of scenery between buildings.
- Purchase materials, equipment, and bulk consumables for the carpentry department.
- Aid in the maintenance and improvement of the shop, theatre, and storage spaces as well as all associated production equipment.
- Supervise and participate in the construction, load-in, technical notes, and strike of all scenic elements.
- Supervise any overnight crews (including over hire staff) during changeovers and technical rehearsals.
- Act in accordance with, and on behalf of the TD, when they are absent.

Other Duties and Responsibilities:

- Maintain all expendable shop asset inventory.
- Maintain inventory of safety supplies, including respirators and cartridges, and assist in arranging respirator fittings as necessary.
- With TD, respond to Stage Management daily rehearsal and performance reports.
- Assist in maintaining an up to date set of Material Safety Data Sheets.
- Provide support to the organization by helping to accommodate large format print requests.

- Research new construction methods and material options when requested.
- When requested and available, fill in backstage as a member of the crew for productions in cases of illness or planned absences.
- Maintain a clean and safe workspace.
- Other duties as assigned.

Required Qualifications & Skills: Minimum 4-6 years' experience in technical theatre; Excellent drafting skills (including experience crating construction drawings) with strong working knowledge of AutoCAD; Strong knowledge of commonly used theatrical techniques, materials, and tools; Current knowledge of welding, rigging, carpentry, motion control, and stagecraft techniques; Ability to troubleshoot problems in a safe, efficient, and calm manner under pressure; Ability to work safely and effectively in a collaborative environment with a wide variety of coworkers at varying levels of skill and knowledge; Proficiency with Microsoft Office Suite; Able to climb four flights of stairs while carrying 40 pounds and work long hours during heavy build and tech periods; Periodic availability on nights, weekends, and the occasional holiday.

Preferred Qualifications & Skills: Valid driver's license with safe driving record; Ability to work comfortably at elevations of up to 45 feet; Comfortable driving up to a 26' Box Truck.

Employee Acknowledgement / Date

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