

Playhouse Theatre Group, Inc.

Position Title: Technical Director

Reports to: Production Manager

Oversees: Assistant Technical Director/Master Electrician, Sound Operators, Overhires

TECHNICAL DIRECTOR

Job Details

Description:

Playhouse Theatre Group is looking for a collaborative, friendly, adaptable Technical Director to join its staff.

Playhouse on Park is a 163 seat black box theater in West Hartford, CT. We produce a varied season of work including plays, musicals, dance performances, theatre for young audiences, and occasional one-off events such as stand-up comedy nights, play readings, and small concerts.

Responsibilities:

The Playhouse on Park Technical Director is responsible for overseeing the technical operations of Playhouse on Park/Playhouse Theatre Group, Inc. This primary function of the Technical Director is to draft and build scenery for Playhouse on Park productions. This position also may assist with the oversight of lighting, sound, and coordinating necessary maintenance.

The TD may perform or oversee any or all of the following:

- Break down scenic designs to create build plans and ensure the construction of approved technical designs to meet required deadlines
- Assist in planning, scheduling, coordinating and providing technical support for load-ins, strike, and show changeovers
- Advise Production Manager and guest designers on the technical specifications, costs and usage of technical equipment required for productions and individual shows/events presented at the facility and for occasional off-site events,
- Assist in recruiting, training and assignment of paid overhire carpenters and volunteers
- Operate, maintain, and safeguard the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities
- Assist in the oversight, setup, and operation of lighting and sound systems for productions/performances as needed
- Regularly read rehearsal and show reports and fix technical issues that arise during the run of each production in a timely manner
- Orient any facility renters and visiting productions to safety, technical characteristics and

other areas of facility operations; facilitate the use of the technical facilities by the resident staff/designers and others engaged by or renting the facility

- Monitor the condition of scenic, lighting, and sound equipment, arrange for the repair and replacement within budgetary constraints; perform preventive maintenance on equipment as needed
- Assist with maintaining the theatre's off-site technical and storage facilities
- Assist with the preparation and control of production budgets, maintaining inventory and ordering specialized supplies
- Facilitate the ordering, pick up/delivery of rental and/or borrowed equipment
- Attend technical week rehearsals as needed
- Make recommendations to the theatre leadership regarding capital purchases of technical equipment
- Additional duties that are broadly in-line with the above responsibilities, as assigned

Qualifications & Abilities:

- Bachelor's degree in technical theatre, or equivalent relevant experience preferred. Minimum of 2-3 years experience as a Technical Director or ATD required
- Advanced understanding of theatrical construction techniques, including carpentry and rigging, as well as appropriate safety precautions and procedures
- The ability to read, create, and implement technical drawings, implement scenery fabrication, and apply arithmetic and geometry to everyday construction problem solving
- Ability to analyze and evaluate the need for technical support for various theatrical events and performances
- Maintain effective oral and written communication with theater staff and guest designers
- Experience using AutoCAD or Vectorworks and working with QLab
- Flexibility to alter shifts/days off to accommodate projects and departmental objectives, including the ability to work nights/weekends as needed
- Ability to stand continuously for 3-5 hours at a time
- Ability to operate hand tools, climb ladders, work at varying heights and perform other physical tasks typical of a Technical Director
- Ability to lift and move a minimum of 50 lbs
- Valid driver's license

Helpful relevant experience:

- Knowledge of connecting lighting and sound systems via OSC/MIDI

Additional Information:

This is a full time position with a starting salary of \$46,000 annually. Optional additional opportunities to design scenery, lighting, or sound for an additional fee may be available, if desired.

Working hours can vary based on the production calendar. Extended working hours including some nights and weekends may be required leading into tech rehearsals for mainstage and TYA productions.

Benefits include the option for health insurance, complimentary tickets to Playhouse on Park productions, and two weeks paid vacation per year.

TO APPLY:

Please submit a cover letter, resume, and references to info@playhousetheatregroup.org.