

ALLEY THEATRE

JOB DESCRIPTION

POSITION:	Assistant Technical Director
DEPARTMENT:	Scenery
FULL TIME OR PART TIME:	Full Time
CLASSIFICATION: (Annual Salaried; Annual Hourly; Seasonal Salaried; Seasonal Hourly)	Annual Salaried
SCHEDULE: Describe typical schedule (weekdays, weeknights, holidays and/or weekends)	Weekdays & Weeknights, Holidays & Weekends 40-60 hours/week
EXEMPT OR NON-EXEMPT STATUS:	Exempt
IMMEDIATE SUPERVISOR:	Technical Director

STATEMENT OF JOB:

The Assistant Technical Director shall be a member of the Scene Shop, providing positive leadership, organization, communication and supervision for the scene shop in the absence, or at the request, of the Technical Director

JOB DUTIES:

- Assist the Technical Director with budget estimations, scheduling, shop supervision, material ordering, construction drawings, new product/process research and implementation, and technical rehearsal responsibilities.
- Work in concert with the TD in order to create the technical drawings for each production. The majority of the construction drawings will be created utilizing AutoCAD/Vectorworks.
- CNC programming and automation design.
- Develop a complete and thorough understanding of all drawings and paperwork for each production and assist in the dissemination of this information to the shop staff.
- Actively participate in the construction, load-in, and strike of all productions and perform scenic carpentry duties as needed.
- Maintain office equipment and ensure the day-to-day maintenance and cleanliness of the Tech Office.
- Maintain and update the product / reference catalogues and the drawing storage flatfiles in the Tech Office.
- Develop, implement, and help enforce stringent safety guidelines and regulations for the scene shop staff and anyone wishing to use scene shop facilities or equipment. These safety policies should include but not be limited to the following:
 - Material Safety Data Sheets (MSDS) on all products used by the shop.
- Create paperwork on the computer for distribution to the shop staff (i.e. work notes, calendars, budget estimates, inventory spreadsheets, technical drawings, etc.)
- Other related duties as assigned by the Technical Director.
- Attend all technical rehearsals and preview performances as required by the Technical Director.
- Carry out related duties and responsibilities that may be assigned by direct supervisor or management.
- Represent the theatre's technical resources as required by the Production Manager for theatre programs including, but not limited to: additional performances, special events, education and community outreach programs, building rentals, and other non-Alley building functions.
- Act in concert with the theatre's safety policies.
- Approach and carry out duties, as designated above, with a positive attitude.
- **Additional duties as assigned.**

In addition to the duties listed above, the Alley Theatre expects the following of each employee: adheres to theatre's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Alley Theatre events as needed or required; and completes other duties as assigned.

REQUIREMENTS:

Reports to:

- Technical Director
- Production Management

Works Closely with:

- Stage Management
- Production Assistants
- Performers
- Directors
- Designers
- Backstage Crew
- Production Department Heads & Staff
- Production Department Crew

Education, Experience and Skills Required:

- Solid background in engineering scenery construction projects in both wood and steel
- High-level proficiency in stage rigging and automation
- Be able to routinely lift 30 to 50 pounds
- Regular genie and ladder work up to 30 feet.
- Bring personal multi tool and flashlight to work every day
- Capacity to consult and engage in creative thinking with designers and/or supervisors on specific solutions to challenges.
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment
- Excellent team member and leader
- Willingness and ability to work within a rigorous time schedule
- Minimum Master's degree in Technical Theatre and /or three years of professional theatre experience
- Experience with all theatrical elements, including lighting and sound
- Ability to read and interpret working drawings
- Training and understanding of safe practices for the theatre