



Job Title:	Summer Season Assistant Technical Director		
Department/Group:	Production	Reporting To:	Technical Director
Level/Salary Range:	\$550/wk for 16 weeks	Position Type:	Seasonal
Search process:	Applications will be evaluated on a rolling basis.	Start date:	May 13, 2024
To apply:	Submit cover letter, resume and name/contact info for 3 references to jobs@winniplayhouse.org		

ROLE AND RESPONSIBILITIES

The Assistant Technical Director works closely with the Technical Director to build, install, maintain, and strike all scenic and scenic-related elements for each production of the summer 2024 season.

Essential Duties:

- Communicate regularly with the technical director and members of the scenic team to optimize workflows
- Assist the technical director with sourcing and purchasing materials
- Assist with producing construction draftings
- Participate in construction and install of all scenic elements including all rigging, masking, and mechanical devices
- Ensure safe operations and standards are practiced throughout each build/installation/strike process
- Maintain safe and tidy workspaces at the scene shop, paint shop, and stage
- Assist the technical director with ensuring that all shop equipment and tools are safe and properly maintained

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:

- Demonstrated ability to read and interpret 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 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 1 year 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:	Amanda Dickinson	Date/Time:	3/5/2024
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