



<b>Job Title:</b>	<b>Technical Director</b>		
<b>Department/Group:</b>	Technical Theatre	<b>Reporting To:</b>	Production Manager
<b>Level/Salary Range:</b>	\$35,000 - \$45,000 plus benefits (health ins/pto)	<b>Position Type:</b>	Full-Time, Permanent
<b>Search Process:</b>	Applications will be evaluated on a rolling basis.	<b>Start Date:</b>	January 2, 2025 (ideally, but negotiable)
<b>To Apply:</b>	Submit resume, cover letter, and contact information for three references to <a href="mailto:jobs@winniplayhouse.org">jobs@winniplayhouse.org</a>		

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Technical Director oversees the build, installation, maintenance, and strike of all scenic and scenic-related elements for each professional, community, and education department production, as well as workshops, readings, and special events at the Winnepesaukee Playhouse.

**Essential Duties:**

- Collaborate with scenic designers and directors to assess, in consultation with the Production Manager, the technical and budgetary feasibility of scenic designs for the Winnepesaukee Playhouse, providing written responses as needed and appropriate. These assessments should include an analysis of available time to complete each design
- Communicate effectively and promptly with scenic designers and directors of each production as well as the Production Manager and other staff members to realize the design and functionality of each set
- Produce complete construction drawings
- Determine the scheduling of the build, load-in, and strike, within the confines of the available time and in coordination with the Production Manager and other departments
- Determine construction methods, materials, and mechanics within the provided budget for the scenic design of each professional, community, and education department production, as well as workshops, readings, and special events at the Winnepesaukee Playhouse
- Source and purchase materials required to complete the construction of all scenic elements
- Complete construction and installation of all scenic elements including all rigging, masking, and mechanical devices within budget to deliver a photo-ready set matching the scenic designer's renderings (when provided) by the first technical rehearsal of each production
- In coordination with the Production Manager, track and report the scenic budget (scenery and paint) for each production, as well as general inventory of stock materials (lumber, paint, etc)
- As requested and required by the Production Manager, participate in the recruitment, hiring, and training of all paid technical staff, either full time or seasonal
- Oversee department staff including carpenters, general technicians, props supervisor, and scenic artist
- Supervise, train, and work along-side staff for all builds, load-ins, and strikes
- Supervise safety and maintenance of the scene shop, paint shop, stage(s), and all shop equipment
- Respond promptly to designer and director scenery notes and implement adjustments
- Collaborate with Production Manager to ensure efficient coordination and technical execution for all auxiliary programs, special events, and rental productions
- Attend administrative staff and full company meetings, production meetings, and technical rehearsals



## QUALIFICATIONS AND EDUCATION REQUIREMENTS

### Minimum Physical Requirements:

- This position requires the employee to hear, see, move freely, lift 75 lbs or more, have or obtain a valid driver's license and maintain a clean driving record.

### Minimum industry specific qualifications:

- Demonstrated ability to draft both manually and digitally – being familiar with VectorWorks and/or AutoCAD
- Demonstrated ability to use power tools to execute the scenic designs in both metal and wood
- Demonstrated ability to construct scenery that is safe and visually appealing
- Demonstrated ability to rig scenery and soft goods safely
- Strong communication skills and a demonstrated ability to collaborate within a team
- Strong leadership skills with the ability to maintain a positive work environment by communicating and behaving in a positive manner with artists and staff with a variety of experience levels and backgrounds. Comfort with providing constructive feedback.
- 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 of 2 years working in a similar work 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:	Thom Beaulieu	Date:	10/24/2024
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