



TECHNICAL DIRECTOR
Seasonal, Full-Time

Reports to: Director of Production and Operations

Supervising: Carpenters/Stagehands: 2

Start Date: May 13, 2024

End Date: September 8, 2024

Housing: Single bedroom, shared kitchen, and bath in company housing

Compensation: \$1000-\$1100/ week, housing included

Prep Work: Up to 40 hours of remote work prior to the onsite start date will be compensated.

Overview:

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community.

Responsibilities include, but are not limited to:

- Compensated remote work will include attending Design and Production Meetings, conversations with third-party scene shop, and possible staffing/hiring interviews for scenic department. Remote dates are flexible, and meetings will be scheduled with advance notice;
- Collaborate with a third-party scene shop to ensure completion of set elements for each production to the satisfaction of Management & Set Designers;
- Implement engineering, construction, installation, and strike of scenic elements for the TYA touring show;
- Assist third-party scene shop with the installation of the set for three shows;
- Maintain scenic elements throughout the production run for all WTC productions;
- Work with Production Management to ensure all shows are completed within deadlines and budgets;
- Supervise Scene Shop staff in construction and installation of scenic elements;
- Create, establish, and communicate schedules for Scene Shop; communicate schedules and goals with Department Heads and Production Management; Work with Director of Production and Operations to manage overtime;
- Manage logistics of working in WTC's carpentry shop as needed;
- Collaborate with Props Manager and Paints Charge on construction schedules for scenic and prop elements;
- Communicate proactively with Management, third-party scene shop, Scenic Designers,

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T H E A T E R C O M P A N Y

Stage Managers, Directors, Designers, and other production department heads to ensure safe and appropriate implementation of all scenic elements;

- Attend and participate in all scheduled design, production and department head meetings, as well as each show's Designer Run Thru;
- Work with Production Management to schedule and train stagehand/run crews for all shows;
- Order all necessary materials and supplies in a timely manner. Track deliveries and purchasing paperwork, submitting invoices and receipts weekly to Production Management;
- Manage show and department budgets including receipt tracking;
- Oversee safety of those working in scene shop and on stage to OSHA and CDC standards;
- Ensure that personnel are properly trained in use of company-owned or rented vehicles, machinery, and tools and use appropriate personal protective equipment while working in the shop or performance spaces during load-ins, techs and changeovers;
- Research, acquire, and maintain MSDS for products used or stored in the scene shop;
- Work with Props Supervisor to help maintain, inventory, and oversee materials kept in WTC's on-site carpentry shop and on-site storage spaces;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Provide support for special events or company projects.

PREFERRED REQUIREMENTS:

- Mastery of wood and metal scenic construction and fabrication techniques, scenic engineering, and rigging;
- Computer-drafting proficiency; must provide own laptop with drafting software, AUTOCAD preferred;
- Prior experience leading scenery construction and logistic processes in off-site shop preferred;
- Excellent inter-personal, organizational, collaborative, communication, and leadership skills;
- Proven ability to motivate, manage, educate, and coordinate staff members of varying proficiency levels;
- Ability to lift up to 50 lbs. safely with assistance;
- Demonstrated experience working on multiple productions within tight timelines and budgets;
- Comfortable working at heights ranging from twenty to thirty feet from floor level, and using genies, scaffolding, ladders, and working from a grid;
- Ability to work in tight, awkward spaces;
- Demonstrated knowledge of industry, CDC, and OSHA standard safety practices;
- Familiarity with proper maintenance and usage of all shop equipment and hand tools;
- Valid driver's license with clean driving record;
- Prior experience safely loading, unloading, and driving a 24-foot truck;
- Ability to thrive in a rural area with limited cell service.

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly



encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to hire@westontheater.org. Please put "Technical Director" in the subject line.