

Technical Director Job Description (Full-time, Hourly, Non-Exempt)



Reports to: Executive Artistic Director

Direct Reports: Director of Education/Production Assistant, Production Volunteer Coordinator, Costume Shop Manager, Projectionist

Position Overview

The Technical Director supervises the Production Department and manages event setup, support, equipment, and technical theatre operations for two performance spaces and shop/rehearsal facilities at San Juan Community Theatre (SJCT).

Job Responsibilities

- Manage technical support for all programming:
 - Supervise Production Assistant, Costume Shop Manager, Production Volunteer Coordinator, Projectionist, and all production volunteers
 - Provide volunteer training and scheduling as needed
 - Event and equipment planning and budgeting
 - Manage technical designs for events and mentor volunteer designers
 - Coordinate and chair production meetings for plays, concerts, and other performing arts events
 - Perform hands-on technical work including rigging, sound and light set up, and scenery construction
 - Coordinate technical and physical setup and strike for all events
 - Organize classes in technical theatre production (lights, set, sound, props, etc.) as needed
 - Act as technical liaison for touring companies, renters, lecturers, etc.
 - Ensure a safe working environment
- Oversee day-to-day production facilities operations:
 - Maintain Theatre equipment and furnishings in good condition and running order
 - Manage Performing Arts Resource Center (PARC) facilities' woodworking shop, scenery storage, rehearsal hall, costume shop, assuring safe and orderly operation.

Required Skills, Knowledge, and Characteristics

- Excellent leadership, organizational, and communication skills
- Ability to plan, budget, design, and build stage scenery, lighting, and sound.
- Working knowledge and facility with one or more additional aspects of theatrical production: hemp fly systems, stage management, scene shop management, digital scenic and/or movie projections
- Physical strength and agility to execute the above, ability to lift 75-100 pounds
- Ability to manage a variety of projects at different stages of development
- Driver's license, clean driving record, ability to back a fifth-wheel trailer
- Understanding of privilege and commitment to equity, diversity, and inclusion.

Qualifications

- Theatre experience preferred (or theatre degree)
- Management/leadership experience preferred

Compensation and Benefits

- Hourly pay, non-exempt position
- Flexible paid time off as specified in the SJCT Handbook
- Location in Friday Harbor on beautiful San Juan Island in the Pacific Northwest

Equal Employment Opportunity

SJCT will recruit, hire, train, and promote in all positions without regard to race, color, creed, national origin, gender, pregnancy, sexual orientation or preference, marital status, sex, religion, age, military service, or disability or handicap. All other personnel actions, such as compensation, benefits, sponsored training, demotion, termination, layoff and return from layoff, will also be administered without regard to any of the above categories.

To apply:

Email a cover letter and resume to nathan@sjctheatre.org.

Position open until filled. Ideal start date, October 1, 2021.