

GEFFEN PLAYHOUSE

JOB DESCRIPTION FORM

Title: Assistant Technical Director

Department: Production

Department Head: Production Manager

Classification: Full Time

Basic Function:

To assist in the planning and execution of all physical productions at The Geffen Playhouse in both the Gil Cates Theater and Audrey Skirball Kenis Theater, ensuring the successful interpretation, engineering, realization and safety of all scenic designs.

Duties and Responsibilities:

- Assist Technical Director with overseeing engineering and implementation of designs for all Geffen Playhouse productions, events and rentals.
- Work in tandem with other Asst. Technical Director as member of a 3 person team comprised of Technical Director and 2 Asst. Technical Directors.
- On occasion, and at the discretion of the Technical Director and Production Manager, the ATD may be asked to perform as Lead Technical Director on Geffen productions, events and rentals
- Hire carpenters, riggers, and run crew for all Geffen productions, events and rentals.
- Supervise and lead crews during load-in, technical rehearsals, show run, and strike for all Geffen productions, events and rentals
- Evaluate talent of scenic and rigging over-hire employees
- Manage, maintain, organize and operate performance related systems and equipment.
- Help troubleshoot technical problems as they come up.
- Maintain and repair all show related scenery and facility/show related rigging systems
- Help to manage, maintain, and repair production equipment, supplies and stock.
- Be in attendance for all technical rehearsals, dress rehearsals, and productions meetings as required
- Help organize and maintain physical space used by the scenic and rigging departments on a day by day basis
- Supervise the preparation of the stage, backstage, and support areas, prior to spacing and technical rehearsals for cleanliness and safety
- Read rehearsal reports, show reports, rehearsal schedules and production calendars. Follow up on and complete applicable notes and communicate information to the appropriate staff.
- Take a lead role and be pro-active in providing a safe working environment, including managing and training on equipment, record keeping, incident reporting.
- Train employees on various tools and their safety usage
- Ensure fire safety, FR products, egress and access to extinguishers.
- Identify practices and procedures that can be changed or modified to make the running of shows or theatre operations at the Geffen Playhouse more efficient and effective

- Represent Geffen Playhouse's best interest when outside renters are using the facilities.
- Responsible for keeping high morale, dedication to a high quality of work, sense of pride in the forefront of all scenic and rigging crews and over hire staff for all departments.
- Other duties as assigned.

Education/Skills Required:

- BA or equivalent experience
- 2-3 years professional experience
- Knowledge of all aspects of technical production.
- Demonstrated ability in purchasing, drafting, engineering, construction techniques, automation & rigging.
- Clear and effective communicator, both written and verbal. Ability to work independently or collaboratively with designers, directors and other staff.
- Strong working knowledge of AutoCAD and Vectorworks and Microsoft Office Programs.
- Experience managing crews.

Special requirements/Knowledge:

- Ability to work long hours, i.e. a 40 hour week plus weekends and evenings, as necessary.
- A pro-active and eager attitude.
- An ongoing interest in theater technology and construction techniques.
- Ability to multi-task and work with deadlines.
- Strong interpersonal skills and an ability to problem solve and keep a sense of humor under pressure.
- Ability to frequently lift, carry or otherwise move and position objects weighting up to 50 lbs.
- Ability to work on ladders and in hard-to-reach places.
- Ability to travel both inside and outside of the country via plane, automobile, etc...

PLEASE SEND COVER LETTER AND RESUME TO TD@GEFFENPLAYHOUSE.COM