

## **ASSISTANT TECHNICAL DIRECTOR**

The Geffen Playhouse seeks a highly qualified theatre professional to join the Production Department on a full-time salary basis in the position of Assistant Technical Director.

The ATD is part of a collaborative team of artists dedicated to achieving the highest production values possible. Along with the Technical Director, the ATD supports the artistic vision of directors and designers as it relates to the advancement, budgeting, and realization of set designs for all Geffen Playhouse productions, events, and rentals.

The ideal applicant has 2-3 years professional experience in live theatre and an undergraduate degree in Technical Theatre. A competitive candidate will have experience in rigging and theatrical construction techniques, as well as automation rigging and programming skills. They will have a working knowledge and understanding of AutoCAD, Vectorworks, Photoshop, and Microsoft Office products. A professional attitude with the ability to remain calm and productive in intense work situations, demonstrating good people skills and a sense of humor is highly important to the Geffen.

Geffen Playhouse has been a hub of the Los Angeles theater scene since opening its doors in 1995. Noted for its intimacy and celebrated for its renowned mix of classic and contemporary plays as well as provocative world premiere productions, the not-for-profit organization continues to present a body of work that garners national recognition.

This position is full time salaried, commensurate with experience, benefits package included.

To apply, please send your resume and cover letter to [atd@geffenplayhouse.org](mailto:atd@geffenplayhouse.org)

**No phone calls please.**

**Deadline is September 17<sup>th</sup> 2018, or until position is filled.**

The Geffen Playhouse is an Equal Opportunity Employer.

[http://geffenplayhouse.org/contact\\_jobs.php](http://geffenplayhouse.org/contact_jobs.php)

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Assistant Technical Director</b>
<b>REPORTING RELATIONSHIPS</b>	
<b>REPORTS DIRECTLY TO:</b>	Technical Director
<b>SUPERVISES:</b>	Over-hire Carpenters/Scenics, Show Run Crew
<b>WORK SCHEDULE:</b>	Full Time, at times evenings and weekends will be required.
<b>STATUS:</b>	Full Time, exempt

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## POSITION SUMMARY:

The Assistant Technical Director supports the Technical Director in ensuring the effective and successful running of all Geffen Playhouse Production Departments, in particular but not limited to the Scenery Department.

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The ATD collaborates with the Technical Director in the supervision, hiring, and scheduling of over-hire crew for scenic, rigging, run crews, load-ins and strikes for all Geffen Playhouse productions, events, and rentals.

On rare occasion, the Assistant Technical Director may be asked to deputize for the Technical Director.

In the unlikely event that the regular run crew cannot perform their duties the Assistant Technical Director may be asked to perform as run crew until a replacement can be arranged.

## DUTIES & RESPONSIBILITIES:

- Assist the TD with all aspects of planning, materials acquisition, build, load-in, strike, tech, maintenance, and technical needs for all productions and events.
- Assist the TD, in overseeing all engineering and implementation of designs for all productions, events, and rentals.
- Hire carpenters, riggers, and run crew for all Geffen productions, events, and rentals.
- Supervise and lead crews, evaluate scenic and rigging over-hire employees in load-in, technical rehearsals, show run and strike for all Geffen productions, events, and rentals.
- Assists in programming and maintenance of automated rigging console (Creative Conner's system).
- Manage, maintain and operate performance-related systems and equipment.
- Create shop drawings, rigging drawings, and update scenic plans as needed.
- Help to troubleshoot technical problems as they occur, maintain and repair all scenic aspects and rigging systems.
- Help to manage, maintain and repair production equipment, supplies and stock.
- Attend all technical rehearsals, dress rehearsals, production meetings, and company meetings as required.
- On occasion serves as the TD representative at some technical rehearsals/previews.
- Take notes and write up minutes for kick off/sign off meetings.
- Help to organize and maintain all physical space used by the scenic and rigging departments on a day to day basis.
- Supervise the preparation of the stage, backstage, and support areas, prior to spacing and technical rehearsals.
- Responsible for reading rehearsal & show reports, rehearsal schedules & production calendars. Follow up on, and complete applicable notes and communicate information to staff as appropriate.
- Assist and on occasion take the lead, in the development, implementation, and enforce stringent safety guidelines and regulations for all staff.
- Taking a lead role and pro-active approach in providing a safe working environment, including managing and providing training, safety equipment, record keeping, and incident reporting.
- On occasion, and at the discretion of the Technical Director and Production Manager, the Assistant Technical Director may be asked to perform as Lead Technical Director on Geffen productions, events, and rentals.
- Train employees on various tools and their safe usage.
- Flameproof and test goods (props, scenery and costumes) as needed.
- Identify practices and procedures that can be changed or modified to make the running of shows and operations at the Geffen Playhouse more efficient and effective.
- Follow in-house safety procedures and conform to state laws including hazardous waste and MSDS.
- Under the supervision of the TD maintain budget spreadsheets and scenic inventories.
- Represent Geffen Playhouse's best interest when outside renters are using the facilities.
- Ongoing responsibility to keep high morale, dedication to high quality and a sense of pride in the forefront of all scenic and rigging crews and over-hire staff for these departments.
- Other duties as assigned.

## **KNOWLEDGE & ESSENTIAL SKILLS:**

- Clear understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills.
- Expert knowledge of stage operations, standards, and practices.
- Proficiency in stagecraft, theatrical construction and rigging methods/techniques.
- Proficiency in woodcraft, metalwork and fabrication.
- Ability to utilize common sense in problem solving techniques, and to work calmly in a high pressure, fast paced environment.
- Ability to communicate one-on-one, and to groups in a professional manner.
- Very strong organizational and time management skills on multiple projects happening simultaneously.
- Ability to work independently, exercising judgment and discretion while demonstrating initiative in the performance of all job duties.
- Ability to maintain effective and professional communication with internal/external contacts through phone calls, faxes, emails and face to face meetings.
- Must be able to read scale drawings, have strong AutoCAD, Vectorworks, and hand drafting skills.
- Computer literacy and operation with heavy usage of e-mail. Adobe Photoshop, Acrobat, Internet navigation, and Microsoft Office suite programs including Word and Excel.
- An ongoing interest in theatre technology and construction techniques.
- Willingness to learn and expand capabilities in all areas of Technical Production.

## **MINIMUM REQUIREMENT:**

- Ability to multi-task and work with deadlines. Must have ability to plan projects and work independently.
- Willingness and physical ability to work 40 hours or more per week on a flexible schedule.
- Ability to frequently lift, carry or otherwise move and position objects weighing up to 50lbs.
- Must be able to work on ladders and in hard-to-reach places. Must be able to stand, stoop, bend, kneel, reach, climb and work in tiring and uncomfortable positions to perform tasks.
- Ability to sit in workstation, type and work with a computer for extended periods of time.
- Demonstrated knowledge and experience in scenery construction techniques.
- Ability to generate working drawings in AutoCAD.
- Ability to remain calm and productive in intense work situations demonstrating good “people skills” and a sense of humor.

## **EDUCATION, EXPERIENCE & LICENSING**

- Undergraduate degree in Technical Theatre, and/or 3 years professional theatre experience.
- First Aid Certification (company requires/ provides certification).

The Geffen Playhouse provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

All employees are expected to be familiar with and adhere to Geffen Playhouse’s Personnel Policies and Procedures.