



Technical Director/Associate Production Manager

Northern Stage, a LORT D 240 seat regional theater in White River Junction, VT, seeks an experienced Technical Director/Associate Production Manager to join the full time staff. Northern Stage produces a mainstage season, an education season, a New Works festival, and 4-6 other events year-round. This position reports directly to the Production Manager, and will work closely with Production Department Heads to help coordinate all production activity necessary to execute programming.

Responsibilities include but are not limited to:

- Manage the daily operations of the Scene, Paint, & Props Shops, including oversight of staff scheduling. Work with the Production Manager to anticipate and approve any necessary overtime from all hourly production staff. Approve all weekly timesheets from hourly production staff.
- Work with the Production Manager to create seasonal and individual show production budgets and design milestones. Assist the Production Manager with the oversight and enforcement of design milestones for all departments and budgetary tracking, invoicing, and reconciliation.
- Create and maintain accurate build, load-in, tech, and strike schedules for all departments. Track departmental progress during each phase and keep designers, production staff, and administration aware of any deviations/revisions that impact schedule or scope.
- Along with the Assistant Technical Director, create construction drawings and draftings for all scenic elements. Assist with the physical creation of show elements, overseeing the engineering, construction, installation, and strike of all scenic elements. Coordinate the bidding and execution of any offsite builds and/or rentals.
- Work with the Scenic Charge and Props Manager to maintain a through-line for all elements of the scenic design. Coordinate interdepartmental projects with other Department Heads including the Master Electrician, Sound Engineer, and Costume Shop Manager.
- Act as the liaison with special effects contractors and work with the Fire Marshal to ensure compliance with established fire codes in all areas.
- Work with the Production Manager to hire all Scenic, Paints, and Props team members. Help coordinate the hiring and training of any show-specific run crew and/or production shop overhire for all departments as needed throughout the season.
- Schedule and attend all production meetings, Department Heads meetings, tech notes sessions, designer runs, technical and dress rehearsals, and preview performances in conjunction with the Production Manager and Assistant Technical Director.
- Assist the Production Manager with scheduling, budgeting, and staffing external theater rentals and special events.
- With consultation from Department Heads, oversee the maintenance and inventory of equipment in all production shops and rehearsal/performance spaces, as well as the maintenance and safe use of all spaces. Coordinate purchasing of equipment, tools, materials, and supplies. Maintain and share space draftings and inventory lists with designers and creatives on each project. Work with General Management to schedule any building repairs or maintenance needed.
- Serve as the dedicated Production Safety Officer, making the safety of all production staff, creative team members, performers, work environments, procedures, and materials the utmost priority by ensuring compliance with all applicable safety standards and laws.

Qualifications:

- Three or more years professional advanced theatrical carpentry work, including experience as a Technical Director. A combination of educational and professional experience will be considered.
- Proven ability to evaluate, budget, engineer, and execute complex scenery.
- Proficiency in CAD, Vectorworks, Microsoft Office, & Google Suite.
- Experience reading ground plans, light plots, and other theatrical specifications.
- Excellent leadership, communication, organization, and problem-solving skills.
- Ability to prioritize, multi-task, and maintain a positive attitude in stressful environments.
- Excellent numerical skills and attention to detail. Experience managing and adhering to budgets.
- Thorough knowledge of theatrical safety conventions, OSHA regulations, rigging, and fire codes.
- Valid driver's license and ability to drive a box truck.
- Comfortable working at heights in excess of 20 feet in a lift and on a tension mesh grid.
- Ability to safely lift 75 lbs.
- BA or BFA in technical theater a plus.

Job Type Full time, with some nights and weekends required

Contract Dates: 1/16/23 - 5/28/23 with possibility for renewal

Compensation: \$44,500 annual salary (overtime exempt)

Benefits: Dental, Vision, Life insurance, and PTO (amount negotiable based on start date). Subsidized housing available for rent through Northern Stage.

How to apply: Submit the following materials via Submittable:

<https://northernstage.submittable.com/submit/246140/technical-director-associate-production-manager>

- Cover letter
- Resume
- Three (3) professional references
- Portfolio or samples of previous work

We believe the most important and impactful art is made when we consider and commit to inclusion, diversity, equity and access both on and off of our stage. We highly encourage folks who are Black, Native or Indigenous, People of Color, Queer or Trans, Poor or Working Class, Disabled, Young, Elderly, and/or who speak English as a second language to apply. To learn more about Northern Stage, please visit our website: www.northernstage.org.