

THEATER WORKS HARTFORD

Position Description

Job Title: **Technical Director**
Reports To: Director of Production

Department: Production
Start Date: As soon as available
FLSA Status: Salaried, Exempt

About TheaterWorks Hartford:

Innovation, Ingenuity and Intimacy

TheaterWorks Hartford (TWH) presents contemporary American Theater to an audience of 36,000 in the heart of Connecticut's capital city. TWH takes pride in its agility and resilience turning this past year's pandemic into an opportunity to pivot programming while remaining committed to important storytelling. Since 1985, TWH has continuously produced quality live theater. During the pandemic, when many theaters struggled to find a way forward we persisted, producing a full season of new, innovative, virtual work.

Located in downtown Hartford, TWH owns its building – an amazing resource that provides financial stability and a space to create. Led by Producing Artistic Director Rob Ruggiero, the theater presents 5-6 productions per year in its 188-seat venue. TWH brings some of the most exciting plays, playwrights and creative teams to share the intimacy of its modified thrust, which serves as a unique “hug” to the shared humanity on stage and in the audience. TWH has produced many Broadway hits including: American Son, Next to Normal, Ella: Off the Record, and High. In 20/21, TWH developed a digital membership hosting new works, unique digital productions, concerts and other content. This past year brought new collaborations with some of the most important theater makers in America including Sarah Gancher, Jared Mezzocchi, Harrison David Rivers, Mei Ann Teo, Awoye Timpo, James Anthony Tyler among others.

Mission Statement:

To produce high quality, contemporary theater that is relevant to their audiences, engages a diverse community, and provides insight into the human experience.

Diversity and Inclusion Statement:

Reflect. Listen. Name. Act. Come Together.

This is the framework we are using to pursue a more just and equitable workplace. With respect, we challenge the way “things have always been done” as we reach for a place that takes into consideration all perspectives and points of view. We listen and respond (a core tenant of good theater) acknowledging that we must include all of humanity in our collaborations. We not only name the places where work must be done, we act in accordance with these discoveries, keeping a diverse company in our sites as we shift and grow. But most importantly, we stand by the purpose of theater as a coming together – and we use that as our north star as we work towards becoming a more diverse, inclusive and equitable organization.

Summary of Position:

As a vital member of the production team of TheaterWorks Hartford, the TECHNICAL DIRECTOR (TD) is accountable for many facets of all the producing efforts created by the theater. This team member is responsible for transforming the set designs into technical drawings and a completed set, while ensuring a safe acting/working space for actors and staff onstage, in the shop and any storage locations. **The TD has global oversight on all technical aspects that happen in the theater space.**

Key Relationships:

Director of Production
Producing Artistic Director
Artistic Producers
Production Team Members
Designers

Essential functions of the position:

- Supervise and coordinate scene shop operations, tools, equipment and maintenance. Manage Shop/Production staff, primary build and load-in crew.
- Oversee engineering, construction, installation, strike and storage of scenic elements for all productions, special events and other projects.
- Create scenic budget estimates for each production based on designers' drawings.
- Analyze, review and discuss scenic design drawings with Designer, Director of Production, Production Team, Artistic Leadership. Coordinate with management and scenic designer to accommodate changes to set designs as required to maintain budget and safety considerations. Identify technical or budgetary challenges in preliminary designs, advise designers of theater capabilities and limitations, suggest alternatives as needed.
- Create construction/technical drawings based on design drawing package; assign and supervise projects. Actively participate in the construction (both wood and metal) and installation of scenery, rigging, painting, and props (as needed).
- Identify and provide/build rehearsal furniture or scenic prop elements as needed.
- Determine materials and equipment needed for set construction; purchase / obtain construction materials.
- Coordinate delivery (lumber, steel, etc.) and necessary labor to receive materials.
- Coordinate and manage staff and outside labor.
- Coordinate and collaborate with Production Team to determine the means by which technical elements of a production are executed. Integrate lighting, sound and set designs to identify and resolve any instances of potential equipment placement/operation conflicts.
- Work with Production Staff to develop a build and load-in schedule to ensure that the completed set, lighting and sound systems are in place by the first technical rehearsal.
- In partnership with the Director of Production, track expenses and labor/overhire hours weekly.
- Maintain the set and technical elements during the run of the show.
- Communicate regularly with Production Stage Manager, respond to rehearsal notes and performance reports. Ensure notes are completed.
- Provide technical support for all special events, and various aspects of live performance. Resolve any conflicts between event and show requirements.

- Maintain and repair all scene shop and theatre areas, as well as tools, equipment, materials and theatre stock.
- Maintain and update house technical drawings and designer information packet.
- Maintain show archive to include most current paperwork, audio, Q-lab, AutoCAD, VectorWorks, and other show related files provided by other departments.
- Coordinate and supervise pickup and delivery of elements in TWH scenic/prop storage as needed. Drive rental truck as needed, ensuring items are properly packed, stored and secured for transport.
- Assist Director of Production in planning, purchasing, and installing facility improvements.
- Work with the Facilities Manager in delegating and executing general preventative maintenance.
- A strong commitment to artistic excellence, good and effective communication skills, dependability, flexibility, proficiency, and excellent team building skills.
- Other duties may be assigned upon review with the employee and their supervisor in response to unforeseen or unknown developments.

Direct Reports:

1. Assistant/Associate Technical Director
2. Audio Visual Supervisor
3. Lighting Supervisor / Master Electrician
4. Shop Carpenters
5. Job-in Production Crews

Required Education and Experience:

1. Minimum 3-5 years experience as Technical Director, or other technical department head at the professional level.
2. Bachelor's degree in Technical Theater or related field; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
3. Supervisory experience leading team members of varying skill levels and aptitudes.
4. Deep understanding of non-profit financial models, including production and operating budgets.
5. Knowledge of industry safety standards and protocols.
6. Confident knowledge of theatrical production and processes, including new trends and innovation.

Required Knowledge, Skills, and Abilities:

- Must have advanced knowledge of the following: standard theatrical scenery construction principles and practices; the use and maintenance of power tools; and awareness of OSHA safety practices in the operation of construction tools and materials, rigging, welding, theatrical lighting, audio, scenic painting.
- Be able to read and interpret design drafting and working drawings
- Must possess computer proficiency skills. Google applications.
- Advanced skills with Computer Assisted Drawing programs such as AutoCAD or VectorWorks; must be able to create shop construction drawings from design documents.
- Prior managerial experience, supervising professional and intern/volunteer crews.

- Possess excellent written, oral, verbal communication skills, and be agile in managing time, people and projects in complex situations.
- Ability to drive and operate a truck.

Physical Requirements and Working Conditions:

1. Primary working area is production office; secondary is shop and theater.
2. Ability to lift a reasonable amount of weight.
3. Sitting for extended periods of time.
4. Standing for extended periods of time.
5. Use of power tools and work in scene shop as needed.
6. Ability to climb ladders, work overhead and in cramped spaces sometimes required.
7. Valid driver's license required.

To Apply:

Please send resume, cover letter and references to info@twhartford.org and type **Technical Director Search** in the subject line. Search will remain open until the position is filled. No phone calls please. TheaterWorks Hartford is an equal opportunity employer.