

THEATER WORKS HARTFORD

Job Title:	Assistant Technical Director
Job Dates:	Ongoing (start date flexible, no later than September 2, 2025)
Reports To:	Director of Production & Technical Director
Department:	Production
FLSA Classification:	Salaried, Exempt
Rate:	\$48,000 - \$52,000 / year
Benefits:	Medical, Dental, Vision and Life Insurance; Short-term and Long-term Disability; PTO; 401K

Overview:

As a vital member of the production team of TheaterWorks Hartford, the **Assistant Technical Director (ATD)** is responsible for assisting the Technical Director (TD) in turning the set designs into a completed set, while ensuring a safe acting/working space for actors and staff onstage, in the shop, and in any storage locations. The ATD is specifically responsible for creating working construction drawings based on the approved set design.

Principle Duties and Responsibilities – including but not limited to:

- The usual and industry standard responsibilities of an Assistant Technical Director for Live Theater.
- Create construction/technical drawings based on the design drawing packages.
- Assist the TD with supervising and coordinating scene shop operations, tools, equipment, and maintenance, and managing the shop and primary build and load-in crew.
- Actively participate in all aspects of construction (both wood and metal) and installation of scenery, rigging, painting, and props (as needed).
- Build rehearsal furniture and scenic prop elements as needed.
- Work with TD and Director of Production to develop a build and load-in schedule.
- Assist with determining materials and equipment needed for set construction
- Maintain the set and technical elements during the run of the show.
- Maintain and update house technical drawings and designer information packet as requested.
- 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, when requested, with planning, purchasing, and installing facility improvements.

Required Qualification & Skills:

- Bachelor's degree in Technical Theater or related field; OR, any equivalent professional experience.

- Confident knowledge of theatrical production and processes, including new trends and innovation.
- Excellent drafting skills.
- Computer proficiency skills, including Google applications, and excellent written and oral communication skills.
- Ability to lift a reasonable amount of weight.
- Sitting for extended periods of time.
- Standing for extended periods of time.
- Ability to climb ladders, work overhead and in cramped spaces sometimes required.
- A strong commitment to artistic excellence, dependability, flexibility, proficiency, and excellent team building skills.
- Valid driver's license and ability to drive a truck preferred but not required.

To Apply:

Please email cover letter, resume, and references to info@twhartford.org and type ASSISTANT TECHNICAL DIRECTOR SEARCH in the subject line. No phone calls please. TheaterWorks Hartford is an Equal Opportunity Employer. BIPOC candidates strongly encouraged to apply.

About TheaterWorks Hartford:

Innovation, Ingenuity and Intimacy

Since 1985, TheaterWorks Hartford has presented quality, live contemporary American Theater to an audience of 36,000 in the heart of Connecticut's capital.

Located in downtown Hartford, TWH owns its building – an amazing resource that provides financial stability and a space to create. Led by Artistic Director Rob Ruggiero and Managing Director Jeff Griffin, the theater presents 4-5 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.

Mission: What We Do.

We create and share stories that can change our world.

Vision: What We Aspire To.

To create a more thoughtful, more empathetic, and more connected community through our shared humanity.

Values: How We Do It.

- **Artistic Excellence** - We go about our work onstage and off with exceptional rigor, craftsmanship, attention to detail and design in constant pursuit of great art.

- **Brave Choices** –We take chances, question what we know and infuse our work with a sense of adventure, believing that theater at its best involves a fearless interrogation of the human experience.
- **Collaborative Spirit** – Inspired by the culture of the rehearsal studio, we foster an environment where we collaborate with generosity and trust, challenge each other respectfully, and hold one another accountable.
- **Empathic Dialogue** – We create robust, authentic conversations with our community which are anchored in trust and in direct response to the work we produce.
- **Genuine Inclusion** – We welcome all communities, cultures, and audiences to join us in celebrating the differences that enrich our society and our art.
- **Fiscal Mindfulness** - We value the resources entrusted to us and responsibly sustain the company’s dual legacies of entrepreneurship and fiscal accountability.

Diversity and Inclusion Statement:

Reflect. Listen. Name. Act. Come Together.

TheaterWorks Hartford is cultivating a culture of diversity, equity, inclusion, and justice (DEIJ). We join in an anti-racist, anti-hate, pro-justice movement that is bringing about a sense of belonging for everyone through the experience of theater. This pushes us to design a framework to pursue a more just and equitable workplace—one that contributes to a more just and equitable world.

We dedicate the time to reflect on our challenges by questioning and evaluating our current systems. We engage thought leaders to guide us through tough conversations as we continue to re-examine our processes and our work culture. We commit to listening better and naming the obstacles we face in order to inspire new ways of working together, hiring, and decision-making while honoring each other. We will continue to ensure our intentions are accountable, and will continue to seek support, guidance and training so that our intentions become actions.

Empathic, honest dialogue guides us. We are storytellers generating hard, thoughtful, and inspiring conversations that celebrate our differences and transform how a community comes together. We will continue to center all our stories in great theater and experiences, we will inspire positive action, as well as open minds and hearts. We aim beyond the goal of inclusion and aspire to land in a place of genuine belonging.

We invite you to join us on this journey.