

## **Assistant Technical Director**

Derby Dinner Playhouse is currently seeking an Assistant Technical Director beginning with our 2022/2023 season. The ATD, under the overall management of the Technical Director (TD), assists the DDP TD in fulfilling scenic designs for all productions. Scenery is produced to meet the director and designers vision for a show within the allotted time, budget, and scope. The ATD handles show logistics, manages shop staff, and helps maintain DDP's high values of artistic excellence. Strong applicants will have a demonstrated background in theatrical construction, a proficiency in CAD drafting and the ability to communicate effectively with production staff and shop crew. The ATD is expected to take on a leadership role in the production of scenery in the shop and the installation of scenery in the theatrical space. The Assistant Technical Director is responsible for assisting the Technical Director in the preparation and organization of technical information pertaining to the scenery of any given production, through collaboration with the design team and the other production departments, working from knowledge of standard theatrical technical design.

Derby Dinner Playhouse is in its 48<sup>th</sup> season and is located in Clarksville, IN, just outside of the Louisville, KY metro area. Derby Dinner produces 8 mainstage and 4 children's musical theatre shows and our seasonal concert series brings in 6-8 guest performances in our 500 seat arena theatre each season. For more information, please visit [www.DerbyDinner.com](http://www.DerbyDinner.com).

### Essential Duties and Responsibilities

#### Staff Supervision

- Deliver construction drawings to the shop floor and troubleshoot projects.
- Supervise and direct crew in the absence of the TD.

#### Budget Responsibilities

- Create production budget estimates, schedules, and reports as assigned by the TD.
- Source, purchase and maintain record of materials and services.
- Exercise fiscal responsibility and accountability in purchasing.

#### Production

- Collaborate with design team (specifically set designer) and other production departments to establish methods for the design and execution of the scenery and/or other elements of production.
- Work independently to design technical solutions for the construction, movement, and function of scenic elements.
- Draft construction drawings and layouts for the shop floor.
- Take a leadership role in the load in and strike of all productions, managing multiple teams as they execute tasks.

- Take an active role in the general safety of all DDP Scene Shop operations and overseeing compliance with safety regulations.
- In conjunction with the DDP Technical Director: maintain tools and equipment, manufacturing spaces, and office.
- Assist in loading and unloading scenery and trucking scenery to and from theatrical spaces.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

### Experience

- Three or more years of experience in theatrical construction and management; or a combination of education and experience providing equivalent knowledge
- Significant experience in theatrical building techniques, general construction, and metal work.
- Experience in rigging, working at height, truss and chain motors.
- Any experience in general mechanics, electrical wiring, hydraulics/pneumatics, and theatrical automation a plus.

### Skills and Abilities

- Strong project management skills that demonstrate the ability to deliver complex projects on time and on budget with an eye to artistic excellence.
- Ability to communicate and collaborate with a wide variety of artists, technicians, and administrators with diverse backgrounds, including people with demanding artistic talents and personalities.
- Ability to manage teams efficiently and capably delegate tasks based on a team members skills and abilities.
- Must have complete proficiency and demonstrable experience using CAD (AutoCAD/Vectorworks) to create scenery construction drawings.
- Knowledge of advanced modern theatrical scenic construction methods including rigging, hydraulics, pneumatics, theatrical automation, engineering, and structures to use in technical designs.
- Knowledge of a wide variety of construction materials and developed skills in carpentry, welding, rigging, and sewing to draw upon for technical designs.
- Experience in budgeting and scheduling.
- Proficiency with Microsoft Office, including the ability to create and maintain complex spreadsheets.

### Physical Demands/Work Environment

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions

of this job. Necessary accommodations can be made to enable individuals with disabilities to perform the essential functions.

- Ability to drive a car with a valid drivers license.
- Standing, walking, bending, frequent use of hands, stooping and heavy team lifting (at least 75 pounds).
- Work at heights on ladders is common.
- The noise level in the work environment is usually moderate.

#### Additional Details

- Salary is \$25,000-30,000 DOE
- Benefits package including medical, dental, and vision
- 401k
- Paid vacation
- Assistance with relocation
- Position to start ASAP

#### Hours

Monday to Friday, 8:00am to 4:30pm, late nights and weekends during technical rehearsals are common.

#### Covid Vaccination Information

Effective as of July 1, 2021, Derby Dinner Playhouse requires that all employees be vaccinated against COVID-19 as a condition of employment, subject to accommodation. If you are hired, we will require you to prove that you have received the COVID-19 vaccine or have a valid documented religious or medical reason not to be vaccinated. This paragraph informs you of the company's expectations before you begin work at Derby Dinner Playhouse and you should not reveal information about your COVID-19 vaccination status prior to receiving an offer of employment.

Derby Dinner Playhouse is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.

#### To Apply:

Please send a resume, letter of interest, and 3 professional references to Andrew Duff, Production Manager at [aduff@derbydinner.com](mailto:aduff@derbydinner.com). Review of applications will begin August 8<sup>th</sup>, 2022 and will remain open until the position is filled.