



Organization:	Riverside Theatre
Job Title:	Technical Director
Reports To:	Production Manager
Category:	Full-Time
Start Date:	September 1, 2022 (preferred)
Deadline:	August 8, 2022 (or until filled)
Salary:	\$33,000

The Technical Director is a full-time position that will work alongside the Production Manager, Producing Artistic Director, and designers to ensure timely and safe implementation of scenic, lighting and sound designs for shows produced by Riverside Theatre and rental events hosted at Riverside Theatre's space.

Applicants are asked to send a cover letter and resume to admin@riversidetheatre.org by August 8th. The role will begin as soon as possible as availability permits for the selected candidate.

The position reports directly to The Production Manager.

Primary duties include but are not limited to:

- Construction of sets for a seven-play season at Riverside Theatre's 150-seat black-box theatre, along with one Free Shakespeare production in the outdoor 472-seat venue
- Working with the Production Manager to coordinate and implement strikes, load-ins, and changeovers, including electrics hang
- Working with the Production Manager to develop schedules and financial information related to production and track expenses
- Working with designers and Production Manager to ensure proper understanding of the designs, and realizing their ideas and vision
- Coordinating with stage management for rehearsal space and rehearsal needs, assessing crew needs, and assuring safe training and work environment for cast and stage crews

- Monitoring the condition of shop and stage equipment and maintaining inventory of necessary supplies

Required skills:

- Excellent carpentry and painting
- Extensive knowledge of safe use of equipment
- Supervision of overhire crew and volunteer crew
- Strong organizational skills
- Collaborative and open attitude with strong interpersonal skills
- Proficiency in VectorWorks and/or AutoCAD

Desirable skills:

- Industry knowledge of technical theatre
- Previous experience working at a resident theatre
- Knowledge in lighting equipment and design
- Knowledge in sound equipment and design
- Welding experience

Education and Experience Requirements:

- BFA in Technical Theatre is desirable, but not required
- Minimum 2 years of experience working with carpentry equipment
- Experience in theatre tech is desirable
- Valid driver's license

Pay and Benefits

- This is a full-time, non-exempt position.
- Salary: \$33,000
- Benefits include employer sponsored health care, paid time off, and life-insurance

www.riversidetheatre.org