

Assistant Technical Director & Lead Carpenter

Job Description:

The Assistant Technical Director & Lead Carpenter (ATD/LC) is an exempt position, which reports to and works in tandem with the Technical Director (TD).

The ATD/LC is responsible for the safe and effective construction of all production scenery and ensures smooth, safe, and efficient shop operations. The position also oversees rigging and assists with all shop and shop equipment maintenance.

Essential Duties & Responsibilities:

- Read and interpret design drawings
- Build scenery for all productions, including carpentry and metal welding, confirming exact compliance with drawings; consult with TD on all builds
- Assist stage rigging for scenic, electrical, projection, and audio
- Assist the Technical Director by providing vendors using the Organization's facilities with information regarding operational policies and procedures, coordinating specific requirements for technical and associated support, and advising them on staging techniques
- Follow shop regulations, policies, procedures, and protocols to ensure safe operation and maintenance of tools and equipment
- Maintain tools and equipment in safe operating condition
- Maintain an orderly and properly stored tool room
- Transport, load-in, assemble, and strike sets and scenery for all productions and events
- Work in accordance with safety best practices
- Attend meetings, as necessary
- Construct special projects, as assigned
- Support the TD with detailed and reliable record keeping and maintain clean, safe, and organized working spaces throughout
- Complete any other responsibilities and tasks, as assigned and necessary



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Qualifications & Requirements:

- Bachelor's Degree in Theatre or related occupational field
- Previous experience as assistant technical director at a professional producing theater is preferred, but early career individuals with graduate degrees will be considered
- Working knowledge of best practices in theatrical technical production management, design, and technology
- Advanced knowledge of stage carpentry and rigging
- Must be skilled in wood and metal construction
- Ability to read and understand theatrical shop drawings, design plans and elevations
- Proficient in Vectorworks software
- Exceptional eye for detail, fit, and finish
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Ability to engage in positive, productive, and collaborative communications with direct reports, team members, executive staff, patrons, vendors, and other stakeholders
- Embracing of mentorship opportunities for direct reports
- Flexible schedule for evening and weekend work calls, special events, rehearsals, etc.
- Reliable transportation and a valid driver's license
- Ability to drive a 16-foot box truck
- Ability to lift up to 50 pounds

Salary:

Starting at \$42,000; negotiable based on qualifications and experience

To apply, please e-mail a cover letter, resume and portfolio to our Technical Director, Doug Wilkinson at dwilkinson@palmbeachdramaworks.org. No phone calls please.