

Job Description

Title: Assistant Technical Director

Reports to: Technical Director, Production Manager

The ATD works closely with and assists the Technical Director with budgeting, technical drawings, load ins, strikes, and maintenance of Lookingglass' 3 show 2017-2018 season. For more information about our upcoming season please see the Lookingglass website.

Duties include, but are not limited to:

- Working with designers, directors and other LTC team members to ensure the safe realization of each production within budget and to the highest standards
- Assist the Technical Director with the management and maintenance of LTC's 12,000 sqf scene shop
- Assist the Technical Director in the creation of production related paper work including, but not limited to, construction drawings using AutoCAD and budget tracking using Excel.
- Maintain LTC's audience seating inventory and coordinate each seating configuration based on the shows design
- With the Technical Director, hire carpenters and track labor budgets for each show
- Assist in the construction of scenery
- Lead or assist in leading carpentry crew during strike and load in for each production, as assigned by the Technical Director
- Lead crew in the reconfiguration of LTC's seating risers and balcony
- Attend production meetings and technical rehearsals as assigned by the Technical Director

The ideal candidate will possess the following qualifications:

- BA/BFA with emphasis in technical direction and 2 years related experience
- Strong AutoCAD drafting skills (3D is a plus)
- Excellent knowledge of Microsoft Excel
- Excellent problem solving skills and the willingness to explore new materials and methods
- Strong knowledge of rigging and safe rigging practices
- Significant experience in scenic construction including metalwork
- Knowledge of scenery automation and mechanics
- Strict adherence to safety and safe working habits both in the scene shop and theatre
- Valid driver's license and the ability to drive a large cargo van and a 24' box truck
- Ability to lift up to 50 pounds and climb stairs repeatedly

Position is full time salaried with a competitive benefits package. Lookingglass is an equal opportunity employer. Salary is commensurate with comparable not for profit positions and experience.

Interested candidates should apply by submitting cover letter, resume, and salary history by email to Sarah Burnham, Production Manager, sburnham@lookingglasstheatre.org with the subject line "Assistant Technical Director". Applications will be accepted through May 10th, 2017. No phone calls, please.

The logo for Lookingglass, featuring the word "lookingglass" in a lowercase, cursive script font with a decorative flourish at the end.