

TECHNICAL DIRECTOR INFO

Williams Street Repertory (WSR), located in beautiful Crystal Lake, Illinois, accepts applications for Technical Director. WSR will present four self-produced shows in 2024 performed at Raue Center For The Arts.

Job Dates:

The T.D. position has an ideal start date of Jan. 1, 2024. Position is a sub-contractor position with the opportunity to grow. Raue Center provides a local shop and some tools for building. The show season will include a mix of full productions and some shows with suggested elements.

Summary of duties:

Under the supervision of the Director of Production and/or Managing Director, the Technical Director (TD) will be responsible for all scenic and visual effects of each production. They will work directly with Directors/Designers to bring their visions for each show to life. The T.D. is responsible for creating all technical drawings for the scene shop and overseeing the shop's day-to-day operations. The T.D. will create a safe working environment and enforce all WSR policies and guidelines. The T.D. will be responsible for creating budgets for each show and purchasing production and shop materials, supplies, and equipment. As scheduled, the T.D. will supervise all load-in and strikes and attend Design/Production meetings and Technical Rehearsals.

Education and Experience:

- Bachelor's Degree in Technical Theatre (Masters preferred) or work experience to match
- 2 yrs. professional experience minimum

Requirements:

- Ability to read and create technical drawings
- Supervise and assist with scenery construction and management
- Knowledge and ability to follow and enforce shop safety procedures
- Proficient with hand and power tools
- Strong knowledge of scenery construction
- Able to lift at least 50lbs
- Able to work at heights of 25.'
- Rigging experience preferred

- Skills and Knowledge Required:

- AutoCAD 2d + 3d or Vectorworks
- Computer Skills with proficiencies in Microsoft Word and Excel
- Time Management, Ability to multitask, and work well under pressure
- Budgeting (Creating annual Scenic budget estimates as well as creating individual show budgets before the start of each build)
- Structural Design/woodworking/rigging/welding/basic automation
- Manage & Cultivate Shop Crews (Shop Foreman, Carpenters, Painter, Interns)
- Possess a driver's license and be confident driving a box truck
- Strong verbal and written communication skills
- Highly motivated and willing to learn
- Ability to take instruction and feedback

Responsibilities include (but are not limited to):

- Construction, load-in, and strike all scenic elements.
- Maintain a safe work environment, following all safety procedures and guidelines
- Picking up materials/transporting scenic elements
- Attend Design/Production Meetings as scheduled
- Ancillary items as directed

Measurable Standards:

- Perform professionally at all times, maintaining a positive attitude
- Time management (being on time to work calls, meetings, meeting deadlines)
- Communication with supervisors/other crews/subordinates
- Respectful of the rights of others

Compensation:

- The T.D. position is a part time sub-contractor position and should expect an average of 20 hours a week. Although there are periods in the season when additional hours are needed. (Load-in/Tech weeks may require more hours)
- The compensation is based on each show and is up to \$ 25 k annually depending on experience. Note: Willing to train in certain areas.

Please send cover letter, resume, recommendations, and any portfolio to td@rauecenter.org

Williams Street Repertory strives to create a diverse and inclusive environment. All candidates will receive consideration regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. Candidates should demonstrate empathy, flexibility, and a solid commitment to building diverse teams.

