

WESTPORT COUNTRY PLAYHOUSE

MARK LAMOS, ARTISTIC DIRECTOR | MICHAEL BARKER, MANAGING DIRECTOR

Assistant Technical Director (ATD) Fellow

The Assistant Technical Director (ATD) Fellow reports directly to the Technical Director/Associate Director of Production (TD/ADOP) and is responsible for assisting the TD with budgeting each production, processing receipts, communicating with designers, creating technical build drawings, working in the shop with the IATSE Head Carpenter, and Assistant Carpenter, Load-in and Load-outs onstage, run crew positions, as well as, assisting the TD with maintaining expense budgets, communicating closely with designers and design assistants. The ATD will help with all carpentry/scenic related functions to ensure that productions come in on-time and on-budget. This position requires regular evening and weekend work in conjunction with WCP's performance calendar. This position is excellent for an up and coming Technical Director who is interested in gaining quality experience in an AEA / IATSE professional theatrical environment.

The ATD Fellow may be asked to work both, on-site or remotely, as needed with flexible hours outside the 5 play season. Housing is not provided for the duration of on-site work, however a travel stipend will be issued for local (NYC) candidates.

Responsibilities include:

- Assist with setting up carpentry shop for beginning of season, communication with TD/ADOP regarding any general shop and supplies needs.
- Assist with restoring carpentry shops at the end of the season, including updating the stock item inventory and re-stocking general supplies and materials.
- Assist with consulting with Designers and Design Assistants on the creation of scenery to ensure design completion and labor efficiency.
- Assist with determining and meeting scenic deadlines in conjunction with TD / ADOP and WCP's production schedule.
- Assist with managing the budget and accounting of scenic-related expenditures including paperless processing of all receipts and invoices.
- Attend tech rehearsals, dress rehearsals, and previews for notes as needed.
- Communicate regularly with TD / ADOP regarding notes and fixes.
- Attend all necessary production meetings as determined by the TD / ADOP.

Qualifications

- Experience in Vectorworks or AutoCAD, and experience in creating technical build drawings is preferred but not required.
- Candidates should be self-motivated, have a positive attitude, work safely, efficiently, and quickly and exhibit professional behavior at all times.
- Strong organizational skills are required with the ability to work in a fast-paced environment with occasional non-traditional hours.
- Must have the ability to lift 50 lbs., climb ladders, and work in high places.
- Ideal candidate would have a valid driver's license and vehicle.