

WESTPORT COUNTRY PLAYHOUSE

TECHNICAL DIRECTOR

Status: Full time / Exempt

Reports to: Director of Production

Salary: \$62,000 + benefits

The Position

The Technical Director (TD) reports directly to the Director of Production and supervises the activities of all technical departments and manages the use and maintenance of theater equipment. The TD works in close cooperation with other members of the technical staff as well as with other key departments to implement the institution's programs in support of its mission and values.

Throughout the year, the Playhouse produces a mainstage season of three mainstage productions and 2 to 3 "add-on" productions. Additionally, WCP presents concerts, comedians, kids shows, films, and readings, as well as rental events on the Playhouse stage.

Essential Functions

- Translate designer's artistic visions into buildable plans, create technical drafts, and manage the construction, installation, and mounting of scenery, lighting, sound, and other technical elements
- Work with Director of Production to set realistic goals and deadlines for designers and production staff
- Work with finance department to track and report department expenditures
- With the Director of Production, advance all presented events
- Supervise all technical aspects of presented events and rentals
- Maintain stage, scene shop, tools, and equipment.
- Work with the Director of Production to schedule production meetings, record and distribute minutes
- Work with Director of Production to review crew needs and place calls with IATSE Local 74
- Be in attendance for all load-ins/outs and technical rehearsals
- Provide support during previews and performances

- Serve as technical point of contact for all rental organizations, helping them to budget and load-in/out their productions
- Work with vendors to price materials and supplies
- Work with vendors to rent and/or purchase equipment and other items as needed

Knowledge, Skills and Abilities

- Strong project management skills
- Experience, ability, and commitment to collaborate with a vast array of artists, technicians, designers, and administrators with diverse backgrounds
- Ability to read and interpret information from technical and design drawings
- Budgeting
- Proficiency in Microsoft Office, Dropbox, and other shared drives
- Proficiency in AUTOCAD is a plus
- Strong organizational and interpersonal communication skills
- Ability to multitask
- Ability to be detail and deadline oriented
- Availability to work nights and weekends
- Understanding of design process including contracting, set build, rehearsals, load-in, performances, and load-out
- Physical demands may include working in a warehouse and/or scene shop
Applicant should be able to lift 50 pounds
- Valid driver's license

About Westport Country Playhouse

The Westport Country Playhouse acknowledges the indigenous peoples and nations of the Paugussett that stewarded the land and waterways of Westport, Connecticut. The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way. We have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant training in antiracist practice, bystander intervention, and social justice. Playhouse staff must be committed to building an antiracist culture.

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color,

religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

A relocation stipend may be available, to be discussed upon job offer. For more information about the Playhouse and other job opportunities, visit westportplayhouse.org.

How to Apply

- Send cover letter and resume to resume@westportplayhouse.org with subject line: Technical Director Search
- Or mail to:
Technical Director Search
Westport Country Playhouse
25 Powers Court
Westport, CT 06880
- No phone calls or drop-in visits, please