

TWO RIVER THEATER

ASSISTANT TECHNICAL DIRECTOR

Job Description

The Assistant Technical Director works alongside the Technical Director to manage the day-to-day workings of the scene shop. This position works with the Technical Director in the planning for and execution of the technical design of each stage production, as well as supervising the day to day operation of the scene shop and its staff. This position reports to the Technical Director and works closely with the Scenic Charge, Carpenters, and other production departments.

Two River Theater is dedicated to the goal of building an equitable and culturally diverse work environment and strongly encourages applications from members of underrepresented groups.

Key Responsibilities:

- Assist the Technical Director with managing the operation of the scene shop and production of scenery including supervision of carpenters and casual labor technicians during build, load in, and strike.
- Collaborate with production departments, designers, and other parties as needed.
- Work with the Technical Director in the review and cost estimation of scenic designs.
- Create technical designs for scenery, generate detailed 3D models in AutoCAD, and produce construction and load in drawings for the shop staff.
- Help to develop creative solutions when confronting design problems relating to structure, material, cost, size, weight, and/or artistic objective of scenic units.
- Participate in long term project planning and physical improvements in production shops, other building spaces, and storage areas.
- Along with the TD, source and purchase necessary materials, hardware, tools, etc, and track expenses for seasonal and production budgets.
- Work with the Technical Director and Scenic Charge to manage flow of materials and scenic units throughout the shops.
- Attend rehearsals, design meetings, and production meetings as needed in conjunction with the Technical Director.
- Directly supervise technical notes sessions and take an active role as carpenter, rigger, etc, as needed.
- Serve as the Technical Director for smaller productions and other events.
- Assist in seasonal hiring processes.
- Night and weekend coverage as needed.
- Adhere to and enforce safe working practices and follow all Two River Theater safety policies. Stay informed of health and safety issues regarding materials, equipment, and working environment.
- Complete COVID Compliance Officer training and oversee regular department testing when necessary.
- Contribute to the goal of creating a more equitable, diverse and inclusive organization by participating in various staff and organizational Equity, Diversity, and Inclusion (EDI) initiatives. Perform all work in a manner that is consistent with Two River's core values, including our commitment to EDI.

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Qualifications:

- 3+ years of professional experience in a theatrical scenery shop in a leadership, technical direction, or technical design role, experience in a similar position in another industry or equivalent experience through education will also be considered.
- Knowledge of theatrical scenery construction (lumber and steel)
- Ability to create technical drawings from scenic designs
- Strong writing and oral communication skills
- Ability to think critically and problem solve while keeping big picture goals and parameters in mind
- Attention to detail
- Ability to delegate and lead a team
- Candidates must be resourceful, flexible, organized, collaborative, and positive
- Proof of COVID Vaccination and a valid driver's license required

Additional Skills:

- Ability to draft in AutoCAD in 3D, knowledge of Vectorworks a plus.
- Knowledge of Microsoft Office products, particularly Word and Excel.
- Strong skills in scenic carpentry and other disciplines such as metal working, plastics, rigging, mechanization, or soft goods.
- Understanding of structural and mechanical design.
- Understanding of OSHA general industry, OSHA construction industry, and other workplace safety standards.
- Able to climb ladders, use personnel lifts, and work in high places.
- Ability to drive a large cargo van.

Compensation: Salary \$50,000 - \$53,000. Benefits package includes medical and vision insurance, flexible spending accounts, paid vacation, personal time and a 403b retirement plan.

To Apply: Candidates should submit a cover letter (include where you saw this job posting), resume, and three references to Jackie Deniz Young, Technical Director at jyoung@trtc.org. No phone calls please.

Subject line should read: Assistant Technical Director

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About Two River Theater

Two River Theater is a non-profit organization located in the vibrant Jersey Shore community of Red Bank NJ. Two River is committed to creating great American theater by developing and producing work by some of the country's leading artists. We are proud to be viewed as a vital cultural resource in the community. Anyone who joins our collaborative and fun team quickly becomes part of putting all of our initiatives into action day in and day out. Two River Theater is under the leadership of Artistic Director John Dias and Managing Director Michael Hurst.

Mission

We create great American theater by developing and producing new works and world masterpieces that most richly direct our gaze to the life of the human spirit. We cultivate an audience that cherishes the intimate joy of theater, enriched when shared by a community of others.

Vision

To be a theater whose work contributes to the canon of world theater and is a vital cultural resource for our community.

Core Values

Artistic Excellence: We nurture and challenge the visions of adventurous theater artists. Our commitment to the artistic process is sustained over time through an investment in people, their creative process, and our dedication to the highest artistic standards.

Education and Community Engagement: We make our theater a welcoming resource for all. We create engagement programs and partnerships that encourage all voices to come together in conversation around the stories we tell. We invest in the next generation of artists and audiences by introducing students and lifelong learners to the possibility and adventure that theater brings to our lives.

Equity, Diversity and Inclusion: We believe that the essence of theater is democratic: it invites us to encounter, consider and perhaps adopt other points of view, if only for a brief time in a darkened theater. We aspire to build an environment in which artists, audiences, employees, and Board members from different backgrounds and experiences together form an institution that is equitable, diverse, and inclusive.

Operational Excellence: We dedicate ourselves to the highest standards in our governance, management, operational, and financial practices. We are committed to developing and retaining an experienced and accomplished staff, an engaged and informed Board of Trustees, and a working environment that attracts staff, volunteers, and artists of the highest caliber.