

# CREEDE REPERTORY THEATRE

*your theatre, always*

## Technical Director

**Reports to:** Production Manager

**Supervises:** Asst. Technical Directors, Carpenters, Welder, Scenic Charge Artist, Show Run Crew

**Job Type:** Seasonal, Salaried, Exempt

**Ideal Contract Dates:** May 1<sup>st</sup> through August 25<sup>th</sup>

### Essential Duties and Responsibilities

- Supervise all aspects of the scenic construction in order to ensure quality, durability, and safety of scenic elements.
- In conjunction with the scenic designer, prepare digital drafting's to be use by the scenic team to execute and construct scenic elements.
- Order and budget out all materials necessary for the building of scenic elements.
- Prepare and maintain build calendars, scenic budgets, drafting's, and shop supplies.
- Keep in communications with scenic designers, directors, stage management and the Production Manager to stay up to date on changes, address scenic notes and provide items for rehearsal use.
- Maintain a safe and productive work environment, both in CRT's scenic shop and performance spaces. This includes routine checks to all power tools and theatrical elements.
- Schedule all work calls for the scenic department to ensure a timely and productive build.
- Coordinate with stage and production management the use of spaces to ensure no conflicts.
- Work with the Production Manager and Assistant Technical Director to address maintenance and safety concerns on CRT's property.
- Supervise the training and instruction of scenic team members as necessary
- Knowledge and understanding of working drawings/elevations, cut lists, welding, pneumatics, hydraulics, rigging, hand tools, power tools, adhesives, foams, etc.
- Ensure the proper disposal or storing of scenic elements after the end of their livelihood.
- Participate in load in and strike of CRT's productions as well as assisting in the completions of scenic notes and changeover as needed.
- Attend all design meetings, production meetings, shop head meetings, designer runs, technical rehearsals and previews.
- Participate in any special company functions or publicity functions required by CRT.
- Perform any other reasonable duties as assigned by your supervisor or staff supervisor that should be necessary to meet the needs of CRT and your department.

### Qualifications, Experience and Skills

- Minimum of four years of carpentry experience, preferably three years of scenic management.
- Must have strong organizational, communication and interpersonal skills.
- Have the ability to use CAD or Vectorworks software.
- Have the ability to use Microsoft Office and other office software.
- Have strong leadership abilities and be able to lead a diverse team of professionals.
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.
- Must be able to lift 50 pounds' safely.

## **About Creede Repertory Theatre**

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## **How to Apply**

To apply for this position or any other production position at Creede Repertory Theatre, visit [www.creederep.org/work-at-crt/](http://www.creederep.org/work-at-crt/) between November 1<sup>st</sup> through February 15<sup>th</sup>. Please no phone calls.