

POSITION ANNOUNCEMENT

TECHNICAL DIRECTOR



FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity and Inclusivity as they inspire the creativity that nurtures great art, artists and audiences.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Technical Director

Status: Exempt, Full Time

Reports to: Director of Production

Dates: Flexible start between spring and summer of 2024

Compensation: \$50,000 - \$55,000 annually

First Stage provides a competitive benefit package that includes but is not limited to the following: health/dental/vision coverage, vacation and paid holidays, as well as a 403(b) plan.

Overview: The Technical Director is responsible for the realization of all scenic elements. They will determine technical requirements from designs, estimate material and labor costs, and communicate needs and processes to staff and crews. The Technical Director will work closely with scenic designers, fellow department heads, and vendors in addition to leading a three person scene shop team. First Stage puts on 8 to 10 productions each season with varying levels of scene shop support between two theaters: a 494 seat ¾ thrust, and a 142 seat theater in the round.

RESPONSIBILITIES AND DUTIES

- In conjunction with the Director of Production; recruit and hire seasonal scenic staff which includes the Scenic Charge Artist, Lead Carpenter, and Carpenter
- Locate and book over hire scenic and paint labor as needed
- Attend all production meetings, designer run throughs, and technical rehearsals
- Oversee the creation and completion of all scenic elements from concept to strike, including but not limited to creating cost estimates and construction drawings
- Work closely with the Properties Department to make sure all elements have been accounted for in the budgeting process
- Ensure the workflow between the Carpenters and Scenic Charge Artist is planned, communicated, and executed efficiently

RESPONSIBILITIES AND DUTIES (CONT'D)

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- Plan and lead scenic load ins and strikes, including the supervision of IATSE crews
- Address maintenance and repairs during show runs or direct house crew in how to do so
- Maintain a positive working relationship with numerous vendors, and process related purchases and usages while keeping an up to date department budget
- Manage storage, inventory, and maintenance of all shop tools, equipment, and SDS binders
- Keep an updated inventory of all stock scenic items and show packages - First Stage stores four winter holiday shows and remounts them in rotation
- Work closely with the Properties Department and Production Management to address facilities needs at First Stage's 32,000 square foot scenery and properties shop, including supply ordering and being a point of contact to meet contractors during business hours
- Book all truck rentals for load ins and strikes, and communicate clearly with other production department heads about shared use of the company van
- Collaborate with the Director of Production on long term planning for future programming and for the equipment and facility needs of the shop and theaters
- Ensure adherence to safety protocols as set forth by Production Management and maintain a clean and safe work space

QUALIFICATIONS

- Ability to maintain a positive work environment by communicating and behaving in a positive manner with all artists, staff, and stakeholders from a variety of backgrounds
- Experience managing projects and people
- Ability to create and adhere to scenic and paint budgets
- Possess a valid driver's license and be willing to drive company vehicle and rented trucks up to 26' in length
- In depth knowledge of AutoCad or Vectorworks
- Functional knowledge of SketchUp a plus; current show packages are drafted in that program
- In depth knowledge of theatrical wood working, rigging, scenic painting and welding techniques
- Experience engineering and installing automation systems
- Familiarity with LED tape installation a plus
- Proven mindfulness for safety concerns and familiarity with OSHA safety standards
- Knowledge of Microsoft Office Suite

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QUALIFICATIONS (CONT'D)

- Willingness and ability to work some evenings and weekends as necessary
- Demonstrate efficient time management and prioritize workload, including the ability to work independently while maintaining deadlines
- Ability to lift and maneuver up to 50 pounds repeatedly
- Experience and/or degree in technical theater preferred

REQUIREMENTS

- Display a willingness and desire to engage with and contribute to First Stage's forward thinking company culture and to lead the scene and paint shop by setting an example of respect, generosity, and fun
- Due to First Stage's agreements with Actor's Equity Association (AEA), you must agree to any COVID-19 and Infectious Disease procedures, including but not limited to any required masking or prior testing to enter or interact with production groups, rehearsal, or backstage spaces as designated by First Stage
- First Stage is committed to creating a safe, equitable, and inclusive work environment, and all incoming staff members will be required to complete Equity, Diversity and Inclusion training
- Engage with and support the efforts of First Stage and the Belonging-Equity-Access-Diversity (BEAD) Committee to become an anti-racist organization

To Apply:

Send resume, cover letter, and 3 work references to Jessica Noones, Director of Production at jnoones@firststage.org with the subject line -Technical Director: (First Name, Last Name). No phone calls, please. All employment at First Stage is subject to a background check due to the nature of our work with Young People. Application submission period will remain open until the position is filled.

ABOUT FIRST STAGE

First Stage is one of the nation's leading theaters for young people and families. First Stage touches hearts, engages minds and transforms lives by creating extraordinary theater experiences through professional theater productions that inspire, enlighten and entertain, serving audiences of over 120,000 among more than 300 performances annually. Its Theater Academy, the nation's largest high-impact theater training program for young people, fosters life skills through stage skills and serves nearly 2,000 students each year. As Wisconsin's leader in arts-integrated education in schools, First Stage's dynamic Theater in Education programs promote literacy, character building and experiential learning throughout the curriculum, serving 20,000 students each year. For more information about First Stage visit www.firststage.org.