

**Actors Theatre of Louisville
TECHNICAL DIRECTOR (FULL-TIME)**

Position: Technical Director
Reports To: Director of Production
Department: Production
FLSA: Exempt, Salaried
Start Date: 6/1/20

About Actors Theatre of Louisville

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of Technical Director. Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time.

Actors Theatre is currently undergoing a major renaissance with Robert Barry Fleming, recently appointed Executive Artistic Director, and his vision for creating a sustainable theatre where all are welcome, the stories onstage reflect the lives of our neighbors, family, and friends, and our learning and creative engagement initiatives inspire agency and the empowerment of Greater Louisvillians, Kentuckians and Actors Theatre stakeholders across the nation.

Summary of Position:

To lead and ensure the safe, accurate, and effective execution of scenic designs while managing the Scenic staff in that execution for Actors Theatre's productions. This position will work nights and weekends.

Principal Responsibilities:

- Lead the production studio and its personnel in a manner that creates an effective and dedicated team.
- Act as Chief Safety Officer for the Scenic staff by ensuring safe working conditions, identifying and mitigating potential hazards, updating procedures as new information is available, and maintaining an environment where safety comes first.
- Ensure that design specifications and installation meet fire and ADA codes and pose no threat to performers, crew, or audience.
- Actively participate in the production process in a way that fosters interdepartmental collaboration and fulfillment of the artistic vision of the production.
- Establish and maintain policy in all areas relating to technical production.
- Oversee daily operations and coordination of Scenic staff.
- Work with Director of Production to establish scenic design deadlines.
- Lead effective communication with designers, ensuring that deadlines are achieved and that designs can be realized with defined production budgets.

- Generate production and build schedules in coordination with other department heads to ensure effective and timely execution of productions and events.
- Manage scenic materials and labor budgets based on the needs of the planned season and the parameters established by administrative and artistic management.
- Evaluate all scenic designs for safe and cost effective construction solutions.
- Provide detailed cost estimate to Director of Production prior to beginning construction of all scenery.
- Provide primary engineering and generation of working construction drawings for performance spaces.
- Oversee development of appropriate means for solving special design problems relating to structure, material, cost, size, weight, or artistic objective of set pieces.
- Actively participate in production meetings, technical note sessions and rehearsals as required.
- Resolve problems involved with moving scenery including rigging, winches, elevators, and revolves.
- Oversee installation of scenery on all stages, including mechanically moving pieces, stationary pieces, and flying pieces.
- Arrange shipping and/or receiving logistics for the transfer of any multi-view collaborative productions involving one or more partnering theatre companies.
- Assist other departments in moving large equipment or heavy material handling.
- Assist other departments as time and production needs demand.
- Collaborate with the Director of Operations on needs pertaining to the physical plant.
- Carry out other duties and responsibilities that may be assigned by direct supervisor or management.

Knowledge, Skills, and Abilities:

- Ability to work and collaborate effectively with designers.
- Ability to interpret design drawings and produce working drawings.
- Ability to work on multiple projects simultaneously.
- Ability to prioritize appropriately.
- Ability to work as an effective team member and maintain a positive attitude in stressful situations.
- Thorough knowledge of current construction techniques, products, and theatrical machinery; including AC & DC motors and control, Hydraulics, Pneumatics, Programmable Logic Controllers and HMI interfaces.
- Excellent ability to manage and motivate staff.
- Effective communication and collaborative skills.
- Broad knowledge of theatrical production including experience with lighting, sound, and video projection.

Minimum Qualifications:

- Two years' professional management/supervisory experience in theatrical scene shop.
- Ability to lift, push, pull or otherwise maneuver up to 70 lbs repeatedly, alone or with assistance.
- Comfortable working on ladders, mechanical lifts, or other high places.

- Comfortable working in confined spaces.

Preferred Qualifications:

- Five years' professional management/supervisory experience in theatrical scene shop preferred.
- A dedicated focus towards strong working knowledge of safe workplace practices and familiarity with OSHA regulations.
- Experience engineering and drafting scenery and machinery for the stage
- Experience with heavy materials handling and understanding of structural limitations of materials and construction designs.
- Understanding of design process
- Microsoft Office Suite, Outlook, 2D & 3D AutoCAD, Vector Works, Photoshop, HMI, Creative Connors Automation Control Software.

Compensation

Compensation for this position is \$55640 annually, paid in biweekly installments. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off, and a 403(b) retirement plan.

To Apply:

Applicants for this position should email with **TECHNICAL DIRECTOR** in the subject line a resume, cover letter, and three references to the below addresses by April 15, 2020.

Paul Werner
Director of Production
pwerner@actorstheatre.org

Human Resources Manager
hr@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, ability, age, gender identity, sexual orientation, protected veteran status, tobacco use, or any factor protected by law. Members of underrepresented groups are encouraged to apply.