



## GREAT Theatre Job Description

### Position Title: **Technical Director**

Status: exempt / salaried / full-time

Reports to: Executive Director

Supervises: Assistant Technical Director, Carpenters, Scenic Painters, Props Designer

Salary Range: \$50,000-\$60,000

#### **About GREAT Theatre**

*Great River Educational Arts Theatre (GREAT), is a non-profit community theatre that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic on-stage programming that consists of producing 8-10 full-scale shows featuring local talent, multiple production collaborations, and innovative off-stage educational outreach throughout Central Minnesota, we invite people to be part of the story to build a more vibrant community, celebrate differences, and create a sense of belonging for everyone. By reaching more than 60,000 people each year, GREAT brings our community together through the transformative power of the arts.*

*GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.*

#### **Position Summary**

As Technical Director your primary focus and responsibility is to support all technical needs for GREAT productions, camps, and outreach activities. This includes planning, scheduling, engineering, executing, and supervising to ensure the safe, efficient, and timely production of all events as well as ensure the accurate construction and implementation of designs in line with the artistic vision and allocated resources. Working in collaboration with the leadership team, you play a key role in cultivating a culture that is positive, efficient, inclusive, educational, and collaborative.

### **As a member of the Leadership Team, you will**

- Work collaboratively to achieve the organization's strategic direction and ensure that artistic, administrative and programmatic goals are aligned.
- Collaborate with the leadership team on season planning, scheduling, and budgeting.
- Model behaviors that cultivate and contribute to a culture that is professional, collaborative and creates a sense of belonging for everyone.

### **Job Functions**

#### ***As the leader of our Technical Production, you'll get to***

- Lead and be responsible for the technical operations of productions, camps and outreach, including lighting, sound, set design and construction.
- Develop scenic construction plans by working directly with designers/directors including to assess financial and practical feasibility.
- Manage, train and develop assistant technical director and scene shop staff and volunteers.
- Coordinate technical activities with all venues and support all designers and technical staff.
- Participate in the hiring process for artistic and production teams.
- Maintain effective communication with artistic director, director, designers, stage manager, and production director to ensure smooth development of the set and technical elements throughout the rehearsal and performance process.
- Assist in developing preliminary production budget and provide suggestions on scope adjustments as needed; oversee the scenic budget and costs associated with each production.
- Supervise construction of scenery and properties as well as develop plans for load-in, rigging, tech rehearsals, and strike activities.
- Ensure the final product accurately reflects the designer/director's intentions and is constructed in a safe, effective manner.
- Accountable for the maintenance and security of the scene shop storage, equipment, supply inventory, and property inventory during production.
- Serve as a designer on 2 to 3 shows per season.
- Partner collaboratively with other departments in the organization to support and realize events related to fundraising, audience development, and educational initiatives.

#### **This might be the job for you if...**

- You have a broad background and thorough understanding of all aspects involved in technical theater, including construction, lighting equipment, rigging, sound, and special effects.
- You have a demonstrated ability to troubleshoot technical problems, come up with executable solutions and explore new ideas.
- You have the ability to produce construction drawings as needed, using industry standard CAD (Vectorworks, AutoCAD, SketchUp, etc.).
- You are an excellent communicator, effective listener, strategic thinker, and creative problem-solver.

- You enjoy teaching and working with volunteers, students, and community members who have diverse backgrounds and skill sets.
- You have the ability to organize, multi-task, and prioritize effectively in a fast-paced and creative environment.
- You have the ability to adapt to change, self-direct, and positively contribute to an anti-supremacist and inclusive workplace.
- You thrive on collaboration and embrace both a coaching and learning mindset.
- You don't mind adapting your schedule according to the needs of the season including working nights and weekends.
- You have an interest and experience with learning forms of new and traditional media and technology.
- You have previous experience working with or involvement in any capacity with community or educational theatre.
- You are invested in the community and organization, and are committed to contributing through collaboration, respect, and professionalism.

***As an employee of GREAT you'll receive***

- Competitive equitable compensation with annual opportunity for raises
- Flexible work schedule and option to occasionally work remotely as workload allows
- Voluntary pre-tax contribution to Simple IRA plan with up to a 3% company match
- Health reimbursement for qualified health expenses up to \$2000 annually
- 80 hours PTO accrued bi-weekly to enjoy time away from work and promote life balance, with increases of 16 hours annually after each year of service
- 8 paid holidays (6 federal plus 2 floating)
- 4 hours paid volunteer time at another organization
- Professional development opportunities
- Comp tickets to shows and camp/class registrations
- A fulfilling and fun work environment with a diverse team committed to transforming lives through the power of the arts

This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of GREAT.

The Technical Director can expect to work on average 40 hours/week. Hours are variable, but primarily will fall between 9am – 5pm, Monday-Friday with the exception of load in and tech weeks which will require some work on weekends, evenings, and holidays.