



## TECHNICAL DIRECTOR

### ABOUT TRIAD STAGE

A professional regional theater based in Greensboro, NC, Triad Stage celebrates diverse voices, perspectives, and lived experiences through the arts. We have recently redefined and restructured our organization and programming with a renewed purpose and commitment to anti-racism and to community standards that shape our work. We celebrate new work, amplify community voices, and share the stories of our changing region. We value our partnerships with arts organizations, university partners, and local businesses. For 20 years, Triad Stage has been known for groundbreaking productions in our downtown facility that includes a 299-seat thrust and an 80-seat flexible cabaret space.

### JOB DESCRIPTION

The Technical Director is responsible for the implementing the technical design and technical drafting for all Triad Stage productions. This position reports to the Director of Production and Facilities and will lead and participate in all aspects of the engineering, construction, load-ins, and strikes of all Triad Stage productions and events. A successful candidate will have experience and working knowledge in technical theater, assembling labor crews, purchasing production and shop materials, and establishing and managing production timelines while maintaining a safe work environment for all participants involved. The Technical Director is also responsible for the management and up-keep of the scene shops and theatre spaces. In collaboration with the Director of Production and Facilities, the Technical Director has the opportunity to reshape the production department including setting up a new scene shop and storage and hiring of new staff.

### DUTIES AND RESPONSIBILITIES

The responsibilities of this position include, but are not limited to:

- Keep in close communication with scenic designers from the design phase through opening of each production
- Ensure that each set design is achievable with the budget assigned to each show
- Continue to update and track each show budget throughout the entire production process
- Submit receipts and expense spreadsheets to the Director of Production and Facilities weekly
- Attend production meetings, Production Head Meetings, designer runs, technical rehearsals, and dress rehearsals as needed
- Ensure that all set designs meet and comply with the ADA accessibility and state fire code requirements
- Manage the day-to-day operation of the scene shop and oversee all aspects of set construction and fabrication for all Triad Stage shows. This includes procuring of materials and supplies, drafting all working drawings and creating load-in and strike plans, as well as scheduling the timely completion of each project
- Manage and coordinate shop carpenter(s), scene shop projects, and assignments on a daily basis
- Coordinate technical elements with other production staff
- Manage scenic load in, installation, and strike
- Coordinate and supervise the transportation, installation, and maintenance of scenic elements
- Maintain or schedule personnel to maintain the scenic elements throughout the run of each production as needed
- Manage and coordinate the hiring and scheduling of overhire carpenters and load-in and strike crew with the Director of Production & Facilities
- Mentor and teach new skills to apprentices and/or students throughout each show. Set aside additional time outside of the productions to teach new skills or hold workshops on “non-show” related projects based on the need or desires of each apprentice and/or student.
- Maintain all scene shop vendor relations and file all necessary invoices and receipts with the Director of Production and Facilities in a timely manner
- Oversee maintenance of scene shop material inventories, tools, and spaces
- Maintain and update shop materials, stock scenery, soft goods, and tool inventory lists for all spaces
- Coordinate with the Director of Production and Facilities rentals of scenic elements, drops, props, furniture, and costumes to other organizations or individuals as needed
- Other duties as assigned

## **EXPERIENCE AND QUALIFICATIONS**

The ideal candidate will have a bachelor's degree or Master's degree in technical theater or related discipline or comparable experience as a Technical Director for a regional theater company. Strong candidates will have excellent verbal and written communication skills and experience in leading crews. Must have working knowledge of AutoCAD. The Technical Director must have reliable transportation, a valid driver's license, and the ability to drive a 16' box truck and cargo van. Must have knowledge of and commitment to the workforce DEIA experience.

## **COMPENSATION**

\$40,000-45,000.00. Exempt.

This position is eligible for benefits including health, dental, and vision insurance with employee and company split after 90 days of employment. Life and disability insurance are paid fully by Triad Stage after 90 days of employment. Employees receives 10 paid days off, 8 holidays, and 2 floating holidays to use at employee's discretion. In addition, Triad Stage offices are closed December 25-January 1. After a year of employment, this position is eligible to participant in the company's IRA program with company matching contribution. After 5 years of employment, candidate will receive an additional 5 days of paid vacation.

## **TO APPLY**

Triad Stage is an equal opportunity employer and invites applications from a diverse pool of candidates regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation.

Please submit a cover letter, resume, and three references with contact information to [jobs@triadstage.org](mailto:jobs@triadstage.org) with the candidate's name and "Technical Director Search" in the subject line.