

J O B D E S C R I P T I O N



POSITION: INTERIM ASSISTANT TECHNICAL DIRECTOR
REPORTS TO: Technical Director
SALARY RANGE: \$1,280 Weekly
STATUS: Full-time, Exempt
START DATE: October 2024
END DATE: May 2025

ABOUT THE POSITION

SCR seeks an Interim Assistant Technical Director to join the scenic department, which includes a full-time Technical Director (TD), Master Carpenter, Automation Operator, and a team of overhire carpenters. This position assists the TD with budgeting, constructing/installing, and maintaining the show scenic elements for our 8-show season, conservatory productions, and special events. A great fit for this role means you enjoy collaborating with a diverse group of designers and leading a shop team with clear expectations for project completion dates and design execution. Ideal candidates will have demonstrated drafting, construction, and management experience.

ABOUT THE ROLE

Management & Leadership:

- Effectively manage department expenses, staff, and priorities in the scenic construction.
- Collaborate closely with all production departments, designers, and directors
- Assist the Technical Director with coordinating and supervising technical design, engineering, scheduling and construction of all scenery, including the moving and assembly between the theatre and our off-site storage location.
- Attend and participate in all production meetings for the Youth Conservatory productions and relay design information to the scenery department.
- Collaborate with other production departments on scheduling use of shared spaces, company vehicles, and other production/design needs.
- Maintain effective time management practices for project deadlines.

Stage Production Support

- Help identify specific duties of running crews for each production
- Oversee the on-time completion of all show scenery and automation.
- Ensure that all scenic designs and builds are safe for cast and crew use.
- Devise project workflow and task assignments based on design needs. Maintain oversight of project progress and quality.
- Help organize and manage the build, maintenance, load in, changeover, and load outs for each production.
- Maintain a detailed understanding of skills for building scenic elements: period details, construction techniques, resources, procurement.
- Shop materials as needed with consideration to budgets.
- Manage all scenic rentals from SCR.
- Maintain all records and documentation of physical productions.

Shop Equipment, Company Vehicle, & Safety Management

- Manage and safely maintain all scenic work spaces, storage spaces, and inventory to a high standard of cleanliness and organization.
- Oversee care, use, and repair of shop tools and equipment and material supply.
- Follow protocols for company vehicle usage, including completing the mileage log.

- Assist in development, maintenance and enforcement of health and safety procedures as it specifically relates to the Scenery department.

ABOUT THE PERSON

Qualities and skills that best serve an Interim Assistant Technical Director may be:

- A minimum of 3 years professional scenic shop and/or Technical Director experience
- Professional experience with AutoCAD (2D and 3D), Adobe Software, and Vectorworks
- Advanced knowledge of best practices for current construction and rigging techniques
- Experience with stage automation
- Highly skilled in all aspects of construction, maintenance, safety and procurement
- Weekend & night availability
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture

WORKING CONDITION

Regular tasks of this position may include:

- Sitting for 4-6 hours at a time
- Pushing, pulling, & lifting 50-70lbs alone or with assistance
- Working for 5-7 hours a day in room with power tools and saws
- Occasionally moving & climbing ladders
- Occasionally operating lifts and working at height

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance.

TO APPLY

To be fully considered for the position, please submit your resume and 3 references to production@scr.org.

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory (SCR), founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. SCR is widely recognized as one of the leading regional theatres in the United States. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.