



Job Notice

Associate Technical Director

POSITION SUMMARY

The Associate Technical Director reports to the Technical Director to assist with all technical operations of the theatre, including lighting, sound, set construction, and coordinating necessary maintenance in the theatre space. The TD and ATD work together to best utilize their skills to serve the theatre on a production by production basis. The ATD facilitates and implements projection, videography, and sound design depending on the needs of a given production. They must work both independently, exercising judgement in prioritizing a variety of duties, and with volunteers and members of production teams.

The Associate Technical Director must be a compassionate team member with experience producing high quality theatre while facilitating growth and a sense of community with volunteers, including people of diverse racial, ethnic, economic, LGBTQIA+ backgrounds.

ABOUT DES MOINES COMMUNITY PLAYHOUSE

The Playhouse's mission is to change lives by entertaining, enriching and engaging the people of our community through producing high-quality theatrical presentations, avocational experiences, and life-long educational opportunities.

The Playhouse was founded in 1919 and has operated continuously, under various names and in various homes. Since March 2020, except for the period when the governor closed theatres, The Playhouse has sought and implemented creative solutions to continue to provide live entertainment for in-person audiences, while keeping performers, volunteers and attendees safe. The Playhouse has added streaming options where licensing allows. The Playhouse remains a creative and artistically rewarding experience for everyone.

REQUIREMENTS

Education – Bachelor's Degree, completion of trade program or equal industry experience
Sound design, implementation and live mixing experience – 2+ years
Understanding of Theatrical lighting
Understanding of video operations, including closed circuit TV and streaming.
Communication and Organizational Skills

COMPENSATION

Full-time, exempt position. Salary to be determined by the needs and expectations of the applicant. Range is \$44,000 to \$50,000

Benefits:

- Health and Dental Plans for employee and family (75% paid by company)
- Paid time off
- Match for 401(k)

- Funds available for educational opportunities
- Flexible schedules within the context of a busy production schedule.

This job will require the applicant to clear a background check, once a job offer has been made.

TO APPLY

Please send cover letter, resume and three references. Submit materials via email to David Kilpatrick, dkilpatrick@dmplayhouse.com. No phone calls please. Resumes are reviewed immediately. Position will remain open until filled. Start date is based on availability and prior commitments of applicants.

The Des Moines Community Playhouse is an equal opportunity employer and is strongly committed to creating a diverse and inclusive environment where a variety of backgrounds, cultures, orientations, ideas, and talents can flourish.



Job Description

Associate Technical Director Des Moines Community Playhouse

GENERAL RESPONSIBILITIES

Design and setup the house sound system for musicals and straight plays in a 412-seat proscenium theatre. Coordinate with lighting design team (mixture of volunteers and contractors) as needed. Maintain the video and projection systems within the facility. Assist the Technical Director with building sets and other show-specific needs for 11 productions a season. Maintain lighting and sound equipment for a secondary theatre (black box). Work with the production team to maintain the facility in a safe and efficient manner to successfully mount productions in two theatre spaces. Participate in production and staff meetings as a full and active member of the Playhouse company.

OVERALL DUTIES

- Collaborate with the rest of the artistic staff to attain the highest artistic achievement possible.
- Attend production meetings as needed to represent The Playhouse and provide expertise for the use of sounds, lights, and projections.
- Attend rehearsals, tech and preview as necessary to design the Production. This includes all tech rehearsals unless approved in advance with Artistic Director.
- Train the Sound Board Operator to efficiently operate and balance the sound system during all performances.
- Operate sound board as needed to ensure that sound enhances the overall production quality and maintains professional standards of sound design.
- Train the Light Board Operator to function efficiently.
- Train the Followspot Operators to function efficiently.
- Train the videographer on use of the simple switch system.
- Be present at all technical rehearsals as requested by the artistic director and any Playhouse special events.
- Provide production stage managers with necessary production reports to keep communication lines open between night and day personnel and alert production personnel to potential needs and repairs.
- Participate in all strikes.
- Work with TD to maintain all production related theatre equipment. Anticipate equipment's need for replacement and receive permission before replacing any item over \$300.00.
- Maintain the booth areas in two theatres to keep them clean and well-organized.
- Assist with training of technical volunteers, crews, light and soundboard operators.
- Work a minimum of 40 hours per week at the theatre, a minimum of which will be 4 hours per day during normal business hours.
- Follows all safety rules and recommendations from the Artistic Director, Fire Marshall(s), and Insurance Representative(s).
- Adhere to any and all policies and procedures established by the Artistic Director and/or Executive Director.
- Any other duties as assigned by the Artistic Director and/or Executive Director

Qualifications

High School diploma or equivalent; minimum of two years of experience in sound operation and design, experience as master electrician or lighting designer; experience in coordinating the work of others; demonstrated working knowledge of OSHA rules and regulations pertaining to tools and equipment used in a theatrical environment.

Interpersonal Skills

Work frequently involves contacts requiring considerable discussion of problems, material presentations, or resolving issues impacting productions, personnel, performers and volunteers. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills are critical to the success of this position.

Physical Requirements

- Some work is done in a sedentary environment - attending meetings, consulting with others, etc.
- Must be able to stoop, bend, walk, climb a ladder, and routinely lift up to 40 lbs or provide solutions to accommodate.
- Must be able to operate routine office equipment including telephone, copier, and computer.
- Must be able to operate basic set construction machinery and tools.
- Must be able to work extended hours whenever required or requested, with shift in time off to balance.
- Must be capable of regular, reliable and timely attendance.

Mental and/or Emotional Requirements

- Perform job functions independently and work effectively either on own and as part of a team.
- Plan and direct the work activities of self and others.
- Read and carryout various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence.
- Deal calmly and professionally with different personalities from diverse cultures at various levels within and outside of the organization.
- Demonstrate the highest levels of customer service and discretion when dealing with the public.
- Perform responsibilities with composure under the stress of competing deadlines/requirements which require high quality productions in a fast paced environment.
- Effectively handle multiple, simultaneous, and changing priorities.
- Exercise the highest level of discretion on both internal and external confidential matters.