



# Job Notice

## Resident Designer / Technical Director Des Moines Community Playhouse

### POSITION SUMMARY

The Resident Designer/Technical Director is primarily responsible for supervision and implementation of all scenic elements, including design and construction to support a director's vision, in a professional and artistic manner within the limitations of the Playhouse's schedule, budget and talent resources.

The Resident Designer/Technical Director must be a compassionate, passionate, and dynamic leader with experience producing high quality theatre while facilitating an individual and communal transformational process with people of diverse racial, ethnic, economic, sexual, and spiritual backgrounds.

### ABOUT DES MOINES COMMUNITY PLAYHOUSE

The Playhouse was founded in 1919 and has operated continuously, under various names and in various homes, since its founding. With more than 100 years of uninterrupted service, the Playhouse is among the oldest continuously-operating community theatres in the U.S.

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.

### REQUIREMENTS

Artistic Experience – 2-5 years

Education – Bachelor's or appropriate experience.

### COMPENSATION

Full-time, exempt position with a starting salary beginning at \$50,000 adjusted based on experience.

Benefits:

- Health and Dental Plans for employee and family
- Paid time off
- Flexible schedules

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

### TO APPLY

Please send cover letter and resume with artistic samples that demonstrate design skills. Submit materials via email to David Kilpatrick, [dkilpatrick@dmplayhouse.com](mailto:dkilpatrick@dmplayhouse.com). No phone calls please. For first consideration, please submit an application by June 18, 2021. Start date anticipated August 9, 2021, but adjusted to meet work 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.*



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### GENERAL RESPONSIBILITIES

Provide Scene Design for selected shows, predetermined before the season begins, determined by skills, interest and best use of resources. Coordinate and supervise the building and painting of sets for 11 productions, each season. Work with AV Technical Director (supervises, lights, audio, and video) to facilitate the production process from "the page to the stage." Work with AV Technical Director 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

- Design select number of sets each season for Playhouse shows in the John Viars Theatre (412-Seat Proscenium) and Kate Goldman Theatre (225-Seat Black Box)
- Provide detailed drawings of a set's ground plan and frontal elevations to the Artistic Director or Guest Director prior to the first "staging" rehearsal. Likewise, he/she is responsible to tape down the rehearsal floor to the director's satisfaction prior to the first "staging" rehearsal.
- Build all sets for Playhouse Season (currently 11 productions a year).
- Ensure that all sets are painted and furnished as per artistic discussions with the Artistic Director or guest director.
- The Resident Designer/Technical Director must 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.
- Each set is to be ready for any given opening night and reflect high artistic quality and professional attention to detail.
- Maintain all production related theatre equipment. Anticipate equipment's need for replacement and receive permission before replacing any item over \$300.00.
- All sets must be maintained throughout the production run and any new repairs needed during the course of the production are to be administered before the next scheduled performance.
- Oversee any and all strikes. Coordinate the work of all volunteer labor in these strikes and conduct such activity in an organized and friendly manner.
- Maintain the shop area and kept it in a neat and orderly fashion. Facilitate the storage of properties, set pieces, furnishings, and equipment.
- Keep track of all technical budgets all technical expenses for a given production.
- Adhere to Board-approved technical, maintenance and supply budgets for each production.
- Coordinate the work of all technical volunteers and guest designers.
- Assist with recruitment and training of technical volunteers, crews, light and soundboard operators, and carpenter volunteers.
- 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.

- Oversee and provide for the rental or lending of theatrical properties, sets and equipment. Arrange for a timely pick-up and return of these properties.
- Maintain any storage facility used by The Playhouse.
- 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 set design, construction and scenic painting; 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.

## **ADA Requirements**

## **Physical Requirements**

- Much 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.
- Must be capable of climbing/descending stairs.
- Must be able to operate routine office equipment including telephone, copier, word processor, and calculator.
- Must be able to routinely perform work on computer and or telephone, when necessary.
- Must be able to work extended hours whenever required or requested by management.
- Must be capable of travel by automobile, as driver or passenger.
- Must be capable of regular, reliable and timely attendance.

## **Working Conditions**

Must be able to routinely perform work indoors in a climate-controlled environment and must be able to perform in an outdoor environment for special events and fundraising efforts.

## **Mental and/or Emotional Requirements**

- Must be able to perform job functions independently and work effectively either on own and as part of a team.
- Must be able to plan and direct the work activities of self and others.
- Must be able to 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.

- Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public.
- Must be able to perform responsibilities with composure under the stress of competing deadlines/requirements which require high quality productions in a fast paced environment.
- Must be able to effectively handle multiple, simultaneous, and changing priorities.
- Must be capable of exercising highest level of discretion on both internal and external confidential matters.