



Job Notice

Technical Director Des Moines Community Playhouse

POSITION SUMMARY

The Technical Director is primarily responsible for supervision and implementation of all technical operations of the theatre, including lighting, sound, set drawings and construction; translating designs into construction to support a director's vision. The TD also coordinates any maintenance in the theatre space. They must work both independently, exercising judgement in prioritizing a variety of duties, and with volunteers and members of production teams. The Technical Director reports to the Artistic Director and supervises the Associate Technical Director.

The Technical Director must be a compassionate leader 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
Construction for theatre – 2+ years
Understanding of Theatrical rigging
Communication and Organizational Skills

COMPENSATION

Full-time, exempt position. Salary to be determined by the needs and expectations of the applicant. Range is \$48,000 to \$55,000.

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 with salary expectations, 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

Technical Director Des Moines Community Playhouse

GENERAL RESPONSIBILITIES

Coordinate and supervise the building and painting of sets for 11 productions in two theatres (412-seat proscenium theatre and a 210-seat black box theatre) each season. Supervise and collaborate with the Associate TD to oversee all technical elements of productions, including dividing TD/ATD skills and schedules to best serve each show's needs. Work with the production team to maintain the both theatre spaces in a safe and efficient manner. Participate in production and staff meetings as a full and active member of the Playhouse company, advising and answering facilities questions for designers.

OVERALL DUTIES

- Collaborate with the rest of the artistic staff to attain the highest artistic achievement possible.
- Attend all production meetings as required to represent The Playhouse and provide expertise for the use of the stage and rigging systems.
- Attend rehearsals, tech and previews as necessary.
- Lead in the building of 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.
- 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.
- 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 keep 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 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.

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.