



Assistant Technical Director (\$475 per week/housing included):

The Assistant Technical Director works closely with the Technical Director to fulfill the technical needs of the summer season including construction, mounting, assembling, and fabrication of scenery, scenic elements, and props as required for the production. The ATD must be experienced working in a scene shop, able to take and give direction, capable of completing a project from start to finish on a deadline and working in a fast-paced schedule.

Principal duties and Responsibilities:

- Assisting in supervising all aspects of the scene shop/props shop – Including co-workers
- Ensuring safety is a priority.
- Assisting with rigging
- Being present for all technical rehearsals, shows, and changeovers
- Build, maintain, modify, and repair scenery, props, furniture, or other scenic elements.
- Pack, unpack, load, and unload material, sets, scenic elements, and equipment in and out of the shop/theatre.
- Set-up and strike scenery and other equipment for rehearsals and performances.
- Working with PSM to assign appropriate run crew
- When needed, serve as stage run crew during rehearsals and performances.
- Cooperate with carpenters to help facilitate the completion of all work within the scheduled time frame.
- This job will require, bending, carrying, crawling, emptying trash, kneeling, lifting, loud noises, math, pushing/pulling, painting, twisting, working in the sun, working nights, sawdust, sweeping.
- Assist Properties Master, Scenic Painters, and Master Electrician as needed to complete projects.
- Assist Master Electrician with light plot hang, circuit, cabling, and focus. Any other additional tasks as requested by the ME/TD.
- Assisting with lighting calls when needed (under the master electrician)
- Ability to work with a group.
- Maintain scene shop tools and equipment.
- Report any problems with deadlines, materials, or equipment to TD.
- Follow procedures and policies of Wagon Wheel Center for the Arts.
- **Any additional tasks as requested by the TD.**

Skills:

- Strong wood working skills are a must, with experience doing finish carpentry – moulding, routing, sanding, etc, rigging and some basic scenic painting.
- Knowledge of power/hand tools and materials as well as experience in woodworking and carpentry techniques.

(Continued)

For questions contact: Jennifer Dow, Associate Artistic Director at jen@wagonwheelcenter.org
www.wagonwheelcenter.org



(Continued Assistant Technical Director)

- The ability to read and understand working technical drawings.
- Comfortable working on ladders and at heights exceeding 12'.
- Moderate hand drafting skills- vectorworks, sketch-up or autocad experience is a plus.
- Any experience with ETC lighting consoles and/or experience with LED and intelligent light fixtures is a plus.
- Ability to effectively communicate both to ask informed questions and relay information to others.
- Show an ability to learn and grow within the working environment, all while maintaining a healthy positive attitude.

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