

Company One Theatre: Technical Director

Company One Theatre, in residence at the Boston Center for the Arts, seeks candidates for the position of part-time Technical Director for their 2017-2018 season.

JOB RESPONSIBILITIES

- Overseeing and being responsible for the budget tracking and implementation/transportation of an approved set design within budget – including all materials needed for construction, transport, painting, furniture, and set dressing
- Attending all production meetings, technical meetings, and required rehearsals
- Meeting with the set designer as needed during the design phase
- Meeting with space personnel to review set ground plans once finalized
- Engineering the set design and creating build plans
- Assisting the production manager in determination of needs and budgeting, outreach and hiring of all production carpenters, electricians, and overhire for set build, load-in and load-out
- Overseeing and being responsible for leading the build and execution of the set design
- Maintaining safe operations during build and load in.
- Overseeing and being responsible for scheduling (in conjunction with the production manager), and leading the load-in and strike of the production
- Assisting the Production Manager in overseeing the Master Electrician, including scheduling a meeting with the ME to review the light plot and rental request before the rental request is placed
- Maintaining availability during the run of the production for repairs and adjustments to the set, not able to be completed by the stage management staff

Key dates (build, load-in, tech, strike) include:

- January 14-27
- January 25
- July 8-22
- August 19

REQUIREMENTS

Previous experience in professional technical direction or master carpentry for theatre required. Candidates of color, LGBTQA+ candidates, and women candidates are very strongly encouraged to apply.

HOW TO APPLY

Please submit your cover letter and resume to Sarah Cohan, HR Manager, at employment@companyone.org.