



New Stage Theatre is seeking a full-time **Assistant Technical Director/Design Assistant** for **2024-2025** Season.

New Stage Theatre, a professional theatre in Jackson, Mississippi, is seeking an experienced Assistant Technical Director & Design Assistant to assist with its technical production departments for its current season. The Assistant Technical Director & Design Assistant will work with the 8-member production staff on all Mainstage, Educational and Second Stage Productions, working with theatre leadership to coordinate all aspects of theatre production, including oversight of all technical volunteers and running crew, assisting with stewardship of design and execution/build processes, facilities maintenance, and other duties as well as design assignments as assigned. The ATD holds the primary responsibility for all the Unframed Series areas of production, including but not limited to lighting/electrics, scenery and props installation, costumes, and sound.

The ideal candidate will have strong collaboration, communication and technical skills, be able to maintain high quality and standards and a safe and supportive work environment. Previous professional experience required and BA/BFA. Salary is competitive \$26,000 - \$26,780, based on experience. Benefits included.

Start date: August 1, 2024

Interested candidates should send email with a cover letter, résumé, and a list of three references to [submissions@newstagetheatre.com](mailto:submissions@newstagetheatre.com) by April 15, 2024.

For more information and full job description go to [www.newstagetheatre.com](http://www.newstagetheatre.com)

<p>New Stage Theatre is committed to creating an inclusive environment for all employees. Candidates of all backgrounds are strongly encouraged to submit their information.</p>
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## **ASSISTANT TECHNICAL DIRECTOR/DESIGN ASSISTANT 2024-2025**

### **Job Description**

The Assistant Technical Director and Design Assistant reports to the Production Manager and Artistic Director. All designs are subject to the approval of the Artistic Director.

### **Job Duties**

1. Work directly with the production staff and designers on set construction, properties, electrics and lighting, and scene painting.
2. Assist the production manager with the operation and maintaining of lighting and sound equipment.
3. Maintain paint supplies and consult with designers on the paint and other artistic elements of the mainstage shows.
4. Work with guest scenic designers to facilitate execution of their respective designs.
5. Maintain paint supplies and consult with designers on the paint and other artistic elements of the mainstage shows.
6. Supervise running crews.
7. Train interns and volunteers as needed in areas of expertise.
8. Assist the technical director and resident designer on set and property builds.
9. Assist with paint duties.
10. Operate, maintain and safeguard the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.
11. Assist the technical director and production manager on general operation of the theatre.
12. May work as scenic designer for specific productions during the season.
13. Work as design assistant with preparation details. Generate working drawings and models as needed.
14. May work as sound or light designer for one production during the season.
15. Serve on running crew for productions as needed and when not the scenic designer.
16. Work as the production manager/technical for the Unframed Series productions.
17. Design scenic elements for one Unframed at New Stage Theatre productions

*There is an expectation that this salary staff position requires hours on the weekends and after 5:00 p.m. dependent on production.*