



ASSISTANT TECHNICAL DIRECTOR/DESIGN ASSISTANT

Job Description

The Assistant Technical Director/Design Assistant reports to the Production Manager and Technical 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. Work with guest scenic designers to facilitate execution of their respective designs.
4. Maintain & keep organized electric elements and storage including lights, cords, etc.
5. Supervise running & lighting crews.
6. Train interns and volunteers as needed in areas of expertise.
7. Assist the technical director and resident designer on set and property builds.
8. Assist with electric duties.
9. 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.
10. Assist the technical director and production manager on general operation of the theatre.
11. May work as light designer for specific productions during the season.
12. Work as design assistant with preparation details. Generate working drawings and models as needed.
13. May work as sound or scenic designer for one production during the season.
14. Serve on running crew for productions as needed when not the designer.
15. Work as the production manager/technical for the Unframed Series productions.
16. Design for a minimum of one Unframed at New Stage Theatre production.

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