



Assistant Technical Director (Draftsperson)
– Job Description

JOB TITLE: Assistant Technical Director (Draftsperson)
ALTERNATE TITLES: Draftsperson, Assistant Technical Director
REPORTS TO: Technical Director, Production Manager
JOB TYPE: Seasonal, Salaried
SUPERVISES: Deck Crew

GENERAL JOB STATEMENT: Assist the Technical Director in matters of materials ordering, CAD drawing, scheduling, and budgeting. Primarily, this position will assist the Technical Director in producing shop and/or construction drawings for the carpenters use in producing scenic units for productions. The Assistant Technical Director is responsible for assisting the Technical Director in the implementation and supervision of the execution of the Scenic Designs for all the productions, including their creation, transportation, installation, and removal.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist in developing comprehensive build calendar for each production.
- Coordinate with all scenic departments to stay on schedule.
- Assist in the preparation of time, labor, and materials projections for the season's shows.
- Assist with CAD drafting of construction drawings for the scene shop.
- Prepare materials, order supplies while considering specific show budgets.
- Assist TD and PM in administration and supervision of all safety systems.
- Assist with Load-In and Strike for all shows assigned.
- Attend all Technical Rehearsals as requested.
- Assist shop foreman in maintenance of scene shop equipment as requested.
- Maintain all deck equipment as requested.
- Maintain a clean and safe work environment.
- **Any additional tasks as requested by the TD or the PM.**

QUALIFICATIONS AND SKILLS:

- Minimum Bachelor's Degree in Technical Theatre or related field / equivalent experience preferred.
- Minimum 3 years' experience in technical theatre preferred.
- Excellent communication and interpersonal skills.
- Ability to lead and supervise a crew.
- Strong organizational skills.
- Ability to read and analyze a budget.
- Ability to use CAD software.
- Strong labor and materials estimation skills.
- Knowledge of automation, flying effects, rigging, special effects or other cross-disciplinary knowledge is a plus.