



ASSISTANT TECHNICAL DIRECTOR JOB POSTING

Position:	Assistant Technical Director	Status:	Non-Exempt
Department:	Scenic	Full/Part Time:	Full-Time
Reports To:	Technical Director	Annual/Seasonal:	Seasonal
To Apply:	Click Here To Apply	Deadline to Apply:	March 21, 2021

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of **Assistant Technical Director**. Our mission is to ignite positive changes in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. *It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism, we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.*

Position Summary:

Milwaukee Repertory Theater is accepting applications for a quality-oriented, multitasking Assistant Technical Director to join our scenic department. The Assistant Technical Director collaborates with the Technical Director and Associate Technical Director to create shop drawings and support the scenic department with the purchase, acquisition, and delivery of materials.

Compensation and Benefits:

This is a full-time, non-exempt seasonal position paid a weekly salary of \$585.00 with an exceptional benefits package that includes paid time off and continuing education opportunities relevant to the position. Qualified candidates must be willing to work a flexible schedule, including some evening and weekend hours on occasion.

Major Duties and Responsibilities Include:

- Collaborate with TD, designers and other production departments to fulfill the Director's vision for each production
- Purchase scenic materials and supplies for each production and general stock
- Assist in scenic budget tracking process through accurate and timely submission of POs.
- Coordinate all scenic department deliveries
- Collaborate with the TD, Associate TD, Master Carpenter, and Paint Charge to develop build plans and devise construction techniques
- Create shop drawings in AutoCAD as requested by the TD and Master Carpenter
- Maintain scenic inventory and vendor lists with current pricing in conjunction with TD
- Work closely with Assistant Production Manager to maintain listing of current and potential production vendors with regards to pricing, availability, ethics, and diversity practices. Assist production department in identifying proper vendors
- Facilitate the maintenance and repair of all production equipment
- Assist in the safe pick up and return of all rented equipment
- Responsible for coordinating all meter bags and special permits for street parking
- Responsible for the coordination, ordering, and permitting of all street dumpsters
- Coordinate and facilitate production truck rental needs and logistics
- Maintain offsite storage space including helping to coordinate all pick-ups and returns
- Assist other departments such as development, engineering and company management with pick-ups and deliveries as time permits
- Other duties as assigned



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Qualifications:

Ideal candidates will have experience working in a professional technical theater environment. A desire to learn, a keen eye, and the ability to self-start, multitask, troubleshoot, and adapt quickly are necessary skills. Candidates must also work and communicate well with a diverse group of colleagues and vendors, all while exhibiting grace and good humor under pressure.

- Willingness to learn and expand capabilities in all areas of theatrical production
- Excellent in-person, email, and phone communication skills
- Demonstrated ability to understand and produce scenic shop drawings, preferably in AutoCAD, and an understanding of standard theatrical construction techniques
- Solid organizational, money handling, and general computer skills

Physical Conditions:

The physical conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to walk and stand for 2-4 hours at a time
- Licensed and able to safely operate a motor vehicle (up to a 26' straight truck)
- Must be able to maneuver bulky and heavy materials, sometimes lifting up to 50 Lbs. unassisted
- Must be able to climb stairs

To Apply:

Fill out an online application, submitting cover letter and resume, Attn to: John Houtler-McCoy, Technical Director

[Submit Application Materials Online](#)

Deadline to apply is Sunday, March 21, 2021. Applications will be accepted on a rolling basis thereafter until the position is filled. In order to maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact ehill@milwaukeeeerep.com

*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/467221/Milwaukee-Repertory-Theater-Inc/Assistant-Technical-Director>

About Milwaukee Repertory Theater: Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee's vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of **Artistic Director Mark Clements** and **Executive Director Chad Bauman**, Milwaukee Rep ignites positive change in the cultural, social and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity.

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To read more about Milwaukee Repertory Theater's commitment to Equity, Diversity, & Inclusion, including our ED&I Vision of Success, please [Click Here](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.