



# 6th Street PLAYHOUSE

## **Technical Director JOB POSTING**

### **About the Organization**

Set in the heart of Railroad Square in Santa Rosa, CA, 6th Street Playhouse creates professional-quality theatre that inspires Sonoma County's diverse community by engaging audiences, forming public and private partnerships, and supporting all artists through compassion, respect, and coherent leadership. Our 6th Street Studio Education Program provides an empowering, accessible, and inclusive educational environment where students of all backgrounds and abilities can express themselves, explore ideas, and grow through the theatre arts. 6th Street Playhouse produces between 10 to 16 fully staged productions on an annual basis for our main stage and education program, in addition to 3 semi-staged concerts and 3 special fundraising events.

### **Position Summary:**

The responsibility of the Technical Director is to plan, develop, schedule and provide the technical support required for each event and performance; communicate effectively both orally and in writing; construct sets; support lighting and sound systems appropriate to each performance or oversee stage crews and volunteers; perform minor repairs and preventative maintenance on equipment; maintain inventory of necessary supplies; assist in budget preparation; establish and maintain effective working relationships with representatives of various groups, vendors, co-workers, and others; maintain irregular and extended working hours.

### **Brief Summary of Duties and Responsibilities:**

- Maintain a safe working environment for all personnel.
- Management of over hire & daily crew, including students & volunteers.
- Assist with facilitating repairs and maintenance of the theater resources and equipment.
- Collaborate with Resident Designers & Production Manager, & Director of Education to create production budgets and establish timetables for builds.
- Build scenic & prop elements to approved designs & established budgets.
- Attend design & production meetings and all technical rehearsals to confer with creative teams to realize and achieve designs.
- Work with the Executive Director, Resident Designers, and Production Manager to manage technical operations budget and maintain inventory, optimize reusability of materials.
- Purchase, lease, and/or borrow equipment as needed, according to the budget and within approved company procedures.
- Establish maintenance schedules for tools, equipment, and company vehicles.
- Support & Assist Education Studio technical classes and technical rehearsals for all ages.

### **Minimum Qualifications:**

- Bachelor's Degree
- Valid California Driver's License
- Minimum of two years' experience in scenery construction, theater project management, and budgeting in a collegiate or professional environment
- Experience in using standard and specialized scenic carpentry tools
- Experience with computer assisted drafting programs.
- Experience with staffing oversight, including: hiring, scheduling, and performance reviews.
- Proven leadership, communication, problem-solving and organizational skills.
- 5 References

**Application Instructions:** Send a resume, cover letter, and references to Emily Lynn Cornelius, Executive Artistic Director: [emily@6thstreetplayhouse.com](mailto:emily@6thstreetplayhouse.com)