

Technical Director for Duluth Playhouse/Historic Norshor Theatre. Duluth, MN.

Duluth Playhouse, Inc., Duluth, MN

Duluth Playhouse, a semi-professional theatre, seeks a full time Technical Director for the company's three stages: NorShor Theatre, Depot Family Theatre, and Underground Theatre. This position oversees technical build aspects and personnel for all stages. Candidate should be experienced with Vectorworks or Auto Cad, have experience/strong understanding of lighting and sound, be a positive and driving department leader for full-time shop carpenters, work well with volunteers, and work collaboratively with the Playhouse team for increasing quality of experience.

Job Responsibilities (but not limited to) :

- Work with the Artistic Director and Production Manager to evaluate, determine, implement and oversee all aspects of technical/design production needs (including scenic, sound, lights, costumes, props, special effects, personnel and technical equipment needs).
- Assist the Artistic Director and Production Manager in seeking qualified designers and volunteers.
- Ensure productions standards meet or exceed Playhouse expectations.
- Budget, schedule, and create construction drawings for all Playhouse productions and events.
- Create time and material estimates, costs, build schedules/deadlines, and other documentation as required.
- Approve, troubleshoot and oversee the implementation of scenic designs within budgets and on time.
- Coordinate schedules for build and load-in with technical production departments- costumes/props/sets/lights/sound.
- Schedule strikes and attend technical rehearsals leading up to openings as required.
- Ensure a safe and workable environment for staff and performers.
- Oversee the maintenance and schedule improvements for scenic shop, storage shops, and theatre equipment needs.
- Oversee and schedule building maintenance; ensure custodial and building needs have been addressed.
- Assist the Events Manager and Technical Manager in preparing for and executing outside events, including concerts, tours, weddings, and corporate rentals.
- Coordinate props/furniture moves, rentals.
- Other duties as assigned.

Qualifications:

- A minimum of 5 years professional theatre experience in technical direction, or professional experience equivalency.
- Extensive knowledge and experience in scenery construction techniques (drafting), time and material estimating, mechanical design, and stage rigging.
- Ability to manage a professional shop.
- Strong verbal, written and people skills.
- Must be able to multi-task multiple projects, delegate work, and be very detail oriented.
- Work as a team member and maintain a positive and can-do attitude.

Please submit resume to Evan Kelly, Production Manager (ekelly@duluthplayhouse.org)