

Technical Director:

Reports to: Director of Production

Dates: June 1st – August 7th, 2020

Compensation: \$6,000 plus housing and \$200 towards travel

Essential Job Functions:

- Attend Production Meetings on mutually agreeable dates, contributing to and assessing technical solutions/systems for executing designs as they are created.
- Keep in communication with the Scenic Designer about the build schedule, construction of scenery, painting, and requirements for show changeovers.
- Keep in communication with Production Stage Manager(s) and Director of Production about ongoing rehearsal needs and continuing changes to the scenic needs.
- Assist in the creation of an Equipment/Tool list that will be portable and will best execute build/maintenance of all three productions
- Keep in communication with Props, Costumes, Lights, Projections and Sound Departments regarding storage, transport and security needs and troubleshoot with DofP
- In coordination with DofP, create detailed build schedule for summer after final drawings are submitted.
- Assist in with input regarding budget during the design & redesign process
- As Master Carpenter (and TD), construct all scenic elements and specialty props/effects within safety, EPA, and OSHA regulations
- Attend on-site production meetings and be prepared to discuss progress.
- Organize the crew to safely and efficiently put all scenic elements into the theatre
- Supervise and Assist with safe installation of Truss, Tent, Risers, Seating, and venue fencing
- Approve and Coordinate plans for any construction of Green Room, Dressing Room, Production Booth space as needed
- Assist Director of Production in scheduling and delegating volunteer crews as needed.
- Coordinate build for remaining shows after initial load-in while responding to rehearsal needs and any issues that arise after set is initially installed in performance venue for rehearsal
- Be prepared with all scenic elements and the scenery run crew for the first and subsequent technical and dress rehearsals.
- Attend Tech Meetings as scheduled for each production and then develop a daily priority list for the completion of all production-related items.
- Maintain all scenery and respond to performance reports as needed
- Coordinate and execute Strike with DofP
- Dismantle, inventory and store all scenery as previously determined with PM
- Assist PM in managing inventory processes for all departments, helping to coordinate transport and set-up at warehouse/storage.

Desired Qualifications:

- Minimum 3-5 years experience as a Master Carpenter
- A degree or theatre or similar artistic background
- Must be able to lift 50 pounds
- Resourceful, with a knack for problem-solving
- Proactive, self-starter who is highly organized with acute attention to detail
- Ability to read & create CAD drawings
- Valid driver's license, and is comfortable driving a 15' box truck
- Exhibits grace under pressure
- Demonstrated ability to effectively lead a team
- A strong sense of humor

Parallel 45 Theatre produces cutting-edge interpretations of classic plays, giving familiar stories new life – and fresh relevance – for our northwest Michigan audience. By producing a repertory of reinvented classics, new works and imaginative adaptations, we seek to entertain, encourage critical thought, and inspire conversation in our community. Since 2010, Parallel 45 Theatre has brought more than 150 artists from across the country and around the world to create groundbreaking shows for our audiences.

In 2020, Parallel 45 Theatre will host a 5-week season featuring 4 shows in rotating repertory in our brand new outdoor theatre at Traverse City's Civic Center Park from July 2 – August 2, 2020

We consider diversity and inclusion a driver of institutional excellence and seek out diversity of participation, thought and action, especially from historically underrepresented communities. We seek to champion dignity, visibility and accessibility, while promoting cultural competency, humility and sensitivity. Parallel 45 is an equal opportunity employer.

If interested, please send a resume, cover letter and three references to production@parallel45.org