

# Aurora Theatre Technical Director

## Job Description

Aurora Theatre seeks a Technical Director. Now in its 22<sup>nd</sup> season, Aurora Theatre, an SPT8 located in the Metro Atlanta region, has an operating budget of over \$2.5 million. Salary is commensurate with experience; full benefits package included. Aurora Theatre may be willing to assist in relocation expenses for qualified candidate. As the second largest professional theatre in Georgia with plans for expansion within the next 5 years, Aurora produces 13 fully produced shows each season and requires an energetic and highly skilled candidate. Aurora Theatre is an EOE and encourages ALL qualified applicants to apply.

The Assistant Technical Director (ATD) in cooperation with the Technical Director (TD) defines physical elements of all productions within the constraints of time, labor, budget, and organizational policies. He/She works in tandem with the Director and Artistic Leadership to create the physical production process, managing and building sets and maintaining up-to-date technical documents of each show.

This is a full-time position.

**REQUIREMENTS:** Candidate should have at least 3 years of technical experience in welding, building, rigging and electrics, the ability to work in a fast-paced environment, a working knowledge of Microsoft Office (Word, Excel, Power Point, Outlook), and Vectorworks. Candidates must have excellent communication, organizational and interpersonal skills. Lighting, sound, video, and/or costume experience a plus. Special consideration will be given to those candidates with an Associate/Bachelor's Degree in Technical Theatre. Must be willing to work evening and weekend hours.

**TO APPLY:** Please send resume and cover letter including names and phone numbers of 3 references immediately to both:

Anthony Rodriguez  
Producing Artistic Director  
Aurora Theatre  
PO Box 2014  
Lawrenceville, GA 30046  
[anthony@auroratheatre.com](mailto:anthony@auroratheatre.com)  
678-226-6223

Ann-Carol Pence  
Associate Producer  
Aurora Theatre  
PO Box 2014  
Lawrenceville, GA 30046  
[ac@auroratheatre.com](mailto:ac@auroratheatre.com)  
678-226-6224

Katie Pelkey  
Company Manager  
Aurora Theatre  
PO Box 2014  
Lawrenceville, GA 30046  
[katie@auroratheatre.com](mailto:katie@auroratheatre.com)  
678-226-6236

### SKILLS AND ABILITIES:

- Construction, welding (steel MIG), rigging and electrics (hang and focus) experience
- Experience working on ladders, lifts, and at heights
- Must have a valid driver's license and be able to drive a straight box van
- Expertise in Vectorworks
- A basic understanding of Qlab, ETC programming, all Microsoft licensed products
- Able to hire and manage a crew of paid hourly workers and/or volunteers
- Bi-Lingual Spanish speaker is a plus but not required

### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The work environment and physical demands 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.

- Standing, walking, bending, frequent use of hands, and stooping
- Ability to lift up to 70 lbs.
- The noise level in the work environment is moderate

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Budgeting**

- The ATD assists in preparing technical budgets. Estimate the type and quantity of materials and the time needed to complete the build for specific scenic elements
- The ATD, TD, and PM will present cost estimates at production meetings, works with the production team to define and approved budget and develop labor/time estimates for build, load-in, run crews, and strike

### **Building**

- Develop and maintain an effective working relationship with the production team
- Initiate purchase requisitions for materials and secure approvals as necessary from the Producers. Materials purchasing and equipment rentals must be coordinated with the TD and Production Manager (PM)
- Assist the TD and PM hire and schedule Scene Shop employees. Delineate the tasks to be accomplished during each work session
- Direct the manufacture and installation of all scenic elements and be available to answer questions
- Delegate the timely and safe installation of complete scenery by maintaining a safe working environment and provide proper instruction to Scene Shop employees about safety procedures and equipment use
- Report hazardous conditions and Scene Shop employee deficiencies to the General Manager without delay, and suspend work if such conditions/behaviors exist
- Design technical solutions to the movement, function and structure of scenic elements
- Insure that the production spaces, theatre spaces, and scene shop areas are kept clean and orderly, tools are returned to storage, materials neatly store, and floor and table surfaces are brushed or swept at the end of each work day
- Determine the placement of any added rigging equipment, booms, and special effects with the TD, PM and Master Electrician. Discuss and resolve any obstructions or conflicts that arise
- Assist in the maintenance of theatre equipment, and workshop tools and equipment
- Maintain inventor control of stock supplies, hardware, materials

### **Load-In and Tech/Dress**

- Supervise and organize load-in and technical week schedules
- Assist in the setup of any overhead and/or lineset rigging
- Assist in the construction and setup of stage decks and scenery
- Train the running crew in the operation and moving scenery and any special effects
- Attend all technical and dress rehearsals and supervise the execution of alterations that develop. Attend tech notes sessions after tech rehearsals are completed
- Arrange for the production elements and equipment to be setup and/or checked regularly to be sure they are in safe and reasonable working order
- Supervise any necessary maintenance
- Assist in the strike of tech tables and electrical equipment after the final dress rehearsal and before the opening performance

### **Performance**

- Work with the TD to fix and problems encountered during the run of the show. Repair or replace malfunctioning equipment. Keep the areas (backstage, shop areas) safe and clean

### **Strike**

- Schedule timely removal/storage of scenery at each show's close

- Restore all production areas including the stage and shop areas, to a state usable by succeeding productions
- Sort and pack rental equipment for return
- Hire & Organize a crew for the return of rented or borrowed equipment

**Day-to-Day Operations**

- Prepare Long range plan of improvement of facilities, equipment, and personnel for the Technical department
- Oversee general facility maintenance including, but not limited to, paint touch ups, changing light bulbs, fixing seats, etc.
- Generate and distribute technical specifications about facilities to scenic and lighting designers
- Attend Staff meetings
- Understand and effectively communicate the Aurora Theatre artistic vision
- Attend and participate in Aurora special events and outings