

INTIMAN : THEATRE FESTIVAL

MAILING ADDRESS: PO Box 19537, Seattle, WA 98109
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JOB DESCRIPTION

Title: **Technical Director**
Department: Production
Supervisor: Production Director
Classification: Full-time Seasonal, exempt
Dates: On retainer with variable hours Jan 1-April 21, 2013. FT April 22-July 28, 2013.

Basic function:

Oversee managing and scheduling of scenic, properties, lighting and sound departments in order to ensure the timely and accurate realization of all design elements for Intiman Theatre Festival's 2013 slate of plays. The festival includes three shows in the mainstage 446-seat, full-fly, ¾ modified thrust Intiman Playhouse, and one show in the 100-125 seat, variable orientation, fixed-grid Intiman Studio. All shows on the mainstage will be performed with a shifting unit set and all four shows are performed in repertory.

Duties and Responsibilities:

- Complete all engineering and implementation of scenic designs, remaining within budgets set by Production Director
- Ensure that all stage elements are engineered, built, and installed to withstand the rigor of a long run and constantly shifting shows
- Daily supervision of scenic and properties departments
- Scheduling of builds, strike and load-ins
- Hire, supervise, evaluate and terminate all shop personnel
- Oversee upkeep on physical space used by the technical departments on a day-to-day basis
- Assist production personnel as needed
- Ongoing responsibility to keep high morale, dedication to high quality, and a sense of pride in the forefront of all technical crews
- Assist Intiman personnel as needed to produce rentals and other events
- Responsible for the health and safety of all aspects of production, including fire code, OSHA, and WISHA regulation, Equity Rules, etc.
- Attend production staff meetings, production meetings, and tech rehearsals and previews

- Maintain an open dialogue with Artistic Director, Production Director and other key collaborators to ensure the highest quality of artistic standards possible within the resources provided by the theatre

Education/Skills Required:

- BA in Technical Theatre or equivalent
- 3-5 years professional experience
- Demonstrated ability in budgeting, purchasing, staff management, drafting and engineering, construction, painting, rigging, electrics and sound
- Experience working in repertory preferred, but not required

Special Requirements/Knowledge:

- Driver's license
- Express and ongoing interest in theatre technology and construction techniques
- Computer skills in popular drafting, spreadsheet, word processing, and email programs

Expectations:

- Open, honest communication.
- Identify issues before they become problems.
- Positive attitude.
- Utmost confidentiality.
- Lead by example.
- Attendance at all opening nights.

Email cover letter, resume and three professional references to:

Evan Tucker
Production Director
evan@intiman.org

Intiman Theatre is an equal opportunity employer, and individuals of all cultural backgrounds and abilities are welcome and encouraged to apply for all positions.