



ARIZONA BROADWAY THEATRE

Job Title	Assistant Technical Director
Reporting Relationship	Reports to Technical Director
Supervises	Carpenters
Job Time & Classifications	40 hours per week / Regular Full-Time Non-Exempt
Typical Work Schedule	8 am to 5 pm; Monday-Friday; Some overtime is required as needed.
General Functions	<ul style="list-style-type: none">▪ Design, build and maintain sets for each production.▪ Must be able to draft with AutoCAD or Vectorworks.▪ Estimate the expense of time, labor and materials to execute set designs▪ Supervise and guide all carpenters in the construction of the sets.▪ Complete set builds within budget.▪ Operate and maintain correct and safe rigging of all movable scenery▪ Maintain a safe and sanitary work environment▪ Achieve the artistic goal of ABT and the Scenic Designer.
Duties and Responsibilities	<p>General (Assist Technical Director in the following areas.)</p> <ul style="list-style-type: none">▪ Participate in the pre-production planning as it pertains to all elements of the scenic design.▪ Make construction assignments.▪ Order supplies and materials early enough to ensure their availability for first day of construction, if possible.▪ Monitor budget status as build is progressing to ensure build is completed within budget.▪ Maintain all aspects of the scene shop including equipment, tools, crew safety and inventory of materials. <p>Production (Assist Technical Director in the following areas.)</p> <ul style="list-style-type: none">▪ Work in close cooperation with the Scenic Designer, Technical Director, Prop Master, Scenic Charge Artist and Director of Production to assure that work is progressing on schedule and without problem.▪ Oversee production of the set, including supervision of all carpenters, through the technical/dress rehearsal process.▪ Plan, build and test special effects.▪ Attend all technical rehearsals as needed.▪ Oversee maintenance of all technical aspects during the run of the production.▪ Work with directors, artists and Stage Manager as necessary.▪ Assist with the coordination of the strike of scenery, props and lights. <p>Staff/Personnel (Assist the Technical Director in the following areas.)</p> <ul style="list-style-type: none">▪ Hire, train and supervise shop crew during set builds.▪ Review time records to submit to payroll.