

Assistant Technical Director

The Assistant Technical Director (ATD) is responsible for planning and supervising technical production activities and personnel in the following areas:

- Scene Shop
- Paint shop
- Properties shop
- Operations Management

Coordinate work and schedules with production staff, theater staff, and other departments as

- Related to all productions. (main stage, second stage, and camps special events) • Responsible for house seating setup
- Report directly to the Technical Director/Production Manager with weekly meetings/updates.

Scene Shop

- Review, analyze, revise and document all productions (mainstage and special events).
- Plan and supervise technical activities associated with productions' scenery. • Liaise with TD to implement all technical requirements of a design including video and sound
- Work with TD to determine the necessary technical staff support required for each production.
- Attend design meetings, production meetings, and staff meetings
- Participate in assessment and installation of special events

Paint shop

- Work with the scenics to determine schedule for scenic elements coming out of the carpentry shop

Operations Management

- Provide management oversight of production health and safety requirements; identify and recommend modifications to facilities and processes as necessary • Review, analyze and make recommendations for facilities, upgrades, expansions, transfers and acquisitions. Arrange for preventative maintenance on stock goods and equipment.
- Keep up to date with all technical developments within the theater industry • Work closely with the Technical Director on a variety of office based and administrative tasks.

SKILLS AND ABILITIES:

- Knowledge of safety requirements, stage operations, and design theory and principles to be able to translate design specifications, blueprints, or drawings.
- Strong ability to draft scenic technical drawings as needed in a timely manner. • Must

be comfortable using standard tools and equipment, ability to weld and build is essential. Have an understanding of rigging techniques, counterweight systems, light rigging, focus and control, and sound rigging and control;

- Must be able to prioritize and multitask in a fast-paced work environment; cope with rapid change while meeting strict deadlines; apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and creative solutions
- Must be detail oriented with strong organizational skills; learn, interpret, apply, and explain policies and procedures; communicate effectively orally and in writing;
- Must have the ability to work long hours as necessary; and establish and maintain effective working relationships with others.

Pay Range \$18/hr no overtime Seasonal Contract

To apply, please submit your resume, cover letter, and references via the Application Form on the "Job Opportunities" page of the website. If you have any questions, please reach out to Artistic Director, Michael J. Arndt (artisticdirector@kingsmenshakespeare.org).

ABOUT THE COMPANY

The Kingsmen Shakespeare Company is dedicated to presenting professional programs and performances of the works of William Shakespeare for the education and entertainment of people of all ages. In 1997 a collaboration between Santa Susana Repertory Theatre Company and the Drama Department at California Lutheran University produced the first Kingsmen Shakespeare Festival in Kingsmen Park on the campus of California Lutheran University. The first Festival featured a three weekend run of Shakespeare's *A Midsummer Night's Dream*. The Festival was offered "free" to the public. Due to the success of that first Festival, the Kingsmen Shakespeare Company was formed as a not-for-profit professional theater organization. KSC holds special contracts with Actors Equity Association (AEA) and is a member of the Shakespeare Theatre Association of America (STAA).

EQUITY, DIVERSITY, AND INCLUSION COMMITMENT

KSC's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell and people we hire. Diversity is more than a commitment at KSC — it is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, disability, age, and veteran status.