



JOB DESCRIPTION

JOB TITLE: Assistant Technical Director

REPORTS TO: Technical Director

JOB TYPE: Full time with hours worked as necessary to achieve production goals.

DESCRIPTION: The Assistant Technical Director will be a part of a 5 person Scene Shop. The ATD provides support to the Technical Director by assisting with all technical aspects of production, as assigned.

REQUIRED SKILLS:

- Ability to prioritize assignments and adhere to deadlines.
- Detail oriented and competent in theatrical production techniques.
- Willingness to work as a team member and interface with multiple departments and staff.
- Working knowledge of Autocad.

SUMMARY DESCRIPTION AND PRIMARY RESPONSIBILITIES:

- Uphold the Core Values of Riverside Theatre.
- Provide support to Technical Director and Production staff.
- Advise Technical Director of any safety issues and work toward resolution.
- Coordinate with show operations crew in the maintenance and repair of installed scenery.
- Collaborate with the Technical Director to create shop build schedules for each production.
- Collaborate with the Scenic Charge Artist to prioritize projects as part of each productions build schedule.

ESSENTIAL DUTES:

- Assist Technical Director as assigned.
- Create and maintain working drawings for the construction and implementation of assigned production projects.
- Order and receive materials as assigned by Technical Director.

- Ensure the maintenance, cleanliness, and organization of scene shop.
- Serve as liaison with designers and staff, as assigned.
- Document scene shop invoices and receipts in accordance with Business Office guidelines.
- Collaborate with the Production Manager, Technical Director, and Stage Operations Manager concerning storage needs and solutions.
- Advise the Production Manager on Safety procedures, and Safety concerns.

Riverside Theatre is an Equal Opportunity Employer. Equal Opportunity will be extended to all individuals without regard to race, religion, color, sex, national origin, sexual orientation, age, marital status, disability or any other status protected under applicable Federal, State or Local law.

Riverside Theatres' core values are at the forefront of all that we do – Ensemble Staffing; Pursuit of Perfection; Community Leadership. Valuing cultural, intellectual, and experience-based diversity, being inclusive when meeting the needs of the staff and audience, and pursuing perfection enables us to provide a welcoming, safe, and creative environment for all that participate.

DISCLAIMERS: All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This description in no way states or implies that these are the only duties to be performed.

LAST REVISED: 7/20/2021

Riverside Theatre Core Values

Pursuit of Perfection.....Ensemble StaffingCommunity Leadership