



Job Announcement

Posted 10/3/2023

Position available: Technical Director

Part-time, with flexible hours

About Cottage Theatre

Cottage Theatre (CT) is a community performing arts theatre in Cottage Grove, Oregon. Our mission is "engaging and enriching our community through the magic of live theatre." Now in our 41st year, CT has grown tremendously since our humble beginnings in 1982, under a parachute on the lawn of Cottage Grove's Village Green. After operating out of a small storefront for many years, our current facility was built in 1998. A Rehearsal Hall was added in 2006. In 2022, our facility was completely remodeled, transforming all public-facing spaces of the theatre and adding 50 more seats. CT is now one of the preeminent theatre spaces in Lane County and our organization plans to continue to grow in the years to come.

CT produces plays and musicals year-round, typically presenting 80 performances annually. A volunteer-centered organization, we operate with a small paid staff and rely on volunteers to accomplish our ambitious productions. We also offer children's theatre programs and partner with the local high school to produce an annual Rhythm & Blues Revue. A member of the American Association of Community Theatre (AACT), CT is one of six theatres in the nation selected to produce a world premiere in the AACT 2024 NewPlayFest.

About this position:

The Technical Director (TD) is responsible for operating, protecting, and maintaining Cottage Theatre's technical assets and facilities. The TD oversees Cottage Theatre's production-related technical operations including set design and construction, lighting, and sound, as well as coordinates equipment and facility maintenance. Key to this position is a strong work ethic centered on excellent organizational skills and the ability to develop and maintain positive, collaborative relationships and communications with Cottage Theatre volunteers and staff. This position reports to the Executive Director.

Job Responsibilities:

The Technical Director's job responsibilities include:

Production & Event Coordination:

- Advise Executive Director on the technical specifications, costs, and equipment required for individual shows.
- Assist show directors and designers with questions relating to feasibility and equipment capabilities of design elements.

- Assist with the preparation and control of production budgets.
- Manage costs within budget parameters, reusing materials to the extent possible.
- Convene and manage production meetings for each show, including, at a minimum: well before auditions, early in rehearsal process, and prior to tech rehearsal(s).
- Read and interpret blueprints, drawings and plots, supplementing design work as needed.
- Serve as lead set builder for all Cottage Theatre productions.
- Coordinate and actively manage set work parties, and strikes for all shows, rentals, and other events. Assist show production team with tech rehearsals and throughout tech week.
- Develop, implement, and monitor policies to ensure a safe work environment in the backstage and stage areas.
- Purchase, lease, and/or borrow equipment as needed, within specified budgetary limits.
- In conjunction with the Executive Director and Show Stage Managers and Directors, develop and maintain production calendar detailing all rehearsals, set builds, lighting hangs, tech rehearsals, strikes, and all other related production tasks.

Equipment Management & Maintenance:

- Become familiar with CT's technical theatre equipment including, but not limited to, shop tools, tower rigging, light board and instruments, and sound equipment.
- Set and enforce safe-use guidelines for equipment.
- Monitor the condition of equipment including lighting, sound, and rigging equipment; arrange for the repair and replacement within budgetary constraints; perform preventive maintenance on equipment.
- Develop and update annually an inventory of all technical equipment, with recommendations for replacement, or refurbishment.
- Make recommendations to the Executive Director regarding capital purchases of technical equipment.
- Stay abreast of new technology and software relative to lighting and audio engineering.

Facilities:

- Handle routine facility maintenance issues and coordinate with outside professionals (plumbers, electricians, etc.) as needed.
- Serve as the technical point of contact for any building renters, and provide onsite support during rental events.
- Maintain orderliness and functionality of stage and all backstage spaces, including shop, booth, costume loft, prop storage (both on and offsite), and rehearsal hall.

Volunteer Mentoring:

- Work with Community Engagement Manager, and in tandem with show directors & stage managers, to ensure adequate trained volunteers for technical theatre roles.
- Train, supervise, and assist volunteers in set construction and equipment operation as needed.

- Develop and maintain relationships with local designers, builders, & colleges with technical theatre training programs.

Additional duties as assigned

Hours and Working Conditions:

This is a part-time position, with negotiable, flexible hours expected to range from 10 to 20 per week, depending on skill and experience level. Hours will typically be centered around Thursdays - Sundays to match CT's set construction, rehearsal, and performance schedules, and will include some evening and weekend work.

Compensation:

\$21.50 per hour

Background and Experience:

- Minimum 3 years theatre production experience required, especially set construction.
- Bachelor's Degree in technical theatre preferred.
- Experience cultivating and leading volunteers.

Skills and Qualifications:

- Passion for Cottage Theatre's mission and core values.
- Have a thorough knowledge of tools, techniques, and safe working procedures in scenic construction, theatrical rigging, scenic art, and structural limitations of materials commonly used in theatrical settings.
- Ability to create, read, interpret, and implement designer drawings.
- Attentive to detail, accountable, adaptable, and deadline oriented.
- Creative self-starter who is comfortable working independently and as part of a small team.
- Personable and flexible, with ability to motivate, lead, and inspire technical volunteers.
- Must be able to climb ladders, use genie lift, and safely lift up to 75 pounds.
- Must have valid driver's license and reliable transportation.

How to apply:

Please submit resume AND cover letter with specific details about how your experience can be applied to the list of responsibilities above. Optional: If you have a portfolio of past technical theatre work, that may be submitted as well. Applications should be emailed to susan@cottage theatre.org. **Incomplete applications will not be considered.** This position is open until filled. Please note: a background check will be required prior to employment.