

Theater and Dance Assistant Technical Director

Position Information

Position Information

Job Posting Number	S00041
Position Title	Theater and Dance Assistant Technical Director
Department	03-Theater Department-1112
Job Category	Staff Posting
Position Type	Part-Time

Position Details

Reporting to the Dean of Arts and Humanities, the Assistant Technical Director will support both the Dance and Theater Departments under the day-to-day supervision of the Head of Production for Theater and Dance. This person will work with the Scenic Designer in Theater, provide expert guidance to majors interested in the technical aspects of theater/dance, lead the construction of design elements for faculty productions, and serve as a resource for student thesis and curricular productions. As such, the Technical Director should have both classroom and technical experience.

Responsibilities include assisting Faculty in teaching two .5 credit courses in technical theater and a .5 course in dance production & design; supervising paid student crews; and overseeing the construction of scenic design elements for Theater faculty-directed productions. Other responsibilities include but are not limited to: interpreting designer's drawings; creating technical drawings (Vectorworks and AutoCad expertise desired) as needed; estimating construction budgets with Assistant T.D. Scenery Specialist/Master Carpenter that are submitted to Head of Production for approval (knowledge of Microsoft Word and Excel). Supervisory responsibilities include overseeing the Master Carpenter in scenic construction and ensuring that all construction adheres to accepted safety guidelines. Additional duties: recruiting, teaching, and supervising student crews and jobbed-in staff for Theater/Dance Departments non-lighting and sound needs and acting as a primary resource in scenic construction and technical theater for Theater and Dance student productions. Advising student crews, supporting student stage managers and serving as a consultant for any production-related questions from Theater/Dance majors are also required. When needed, hands on scenery construction is also expected.

This position works during the academic year and is off for 10 weeks during the summer. It will also be off for an additional 3 weeks that would be determined on an yearly basis depending on the schedule of events.

Funding for this position has been approved for three years with continuation dependent upon ongoing funding.

Minimum Qualifications	B.A./B.F.A. in Theater/Dance production and a year of supervisory experience in a College/University scene shop. Welding and rigging skills and experience working with non-traditional materials.
Preferred Qualifications	M.F.A. in Theatrical Production/Technical Direction, at least two years experience in a supervisory position in either professional or academic theater/dance producing organizations and expertise with theater/dance software and multimedia technology.
Management Competencies	Not Applicable
Competencies	Action oriented, Business acumen, Oral communications, Organizational skills, Personal accountability, Planning/priority setting, Respects diversity, Teamwork/collaboration, Time management

Special Instructions to Applicants**Additional Information**

Any and all offers to external applicants are contingent on the candidate's completion of a pre-employment background check screening to the satisfaction of Wesleyan University.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Optional & Required Documents

Required Documents**Optional Documents**

1. Resume
2. Cover Letter