

Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.

Position: Assistant Technical Director

Department: Scenery / Production

Reports to: Technical Director (TD)

Classification: Seasonal, Exempt

Position Start Date: July 5, 2023

Salary Range: \$900 per week

Position Overview:

- Under the overall management of, and in collaboration with, the Technical Director (TD), the Assistant Technical Director (ATD) helps to lead the CPIP Scene Shop in fulfilling scenic designs for all CPIP productions.
- Duties include assisting in the engineering and drafting of scenic elements; estimating material and production costs; communicating needs with staff and crews; assisting in the management and supervision of shop staff during build, install, and strike; assisting in the administrative duties and daily oversight necessary to the function of the Scene Shop; and attending production meetings and technical rehearsals.
- The CPIP Scene Shop produces scenery for both LORT C and D stages, as well as supports Education & Engagement touring productions.

Position Responsibilities:

- Assist the TD in the technical research, design, and engineering of all scenic elements, including structures, automation, and mechanical effects (including programming).
- Assist the TD in the generation and supervision of workflow schedules for each production including key dates, duration of each production process, and detailed build and load-in schedules.
- Create build drawings and communicate technical design information to shop staff.
- Budget materials and labor for productions
- Collaborate/consult with design team and production departments to Develop solutions to challenges related to the design and construction of scenery and other technical elements of productions.
- Collaborate with the Scenic Charge Artist to prioritize projects as part of each production's build schedule and available shop space.
- Prepare, organize, and communicate relevant technical information to shop employees and other departments so that the productions can be built, installed, and struck in a timely, safe, and resource efficient manner.
- Assign and supervise scenic staff of five shop carpenters, run crew, and necessary overhire.
- Research, order, and track materials, tools, and hardware
- Purchase materials and maintain current and accurate budgets.
- Attend weekly production meetings and necessary design meetings.
- Maintain open and frequent communication with the TD regarding all production and departmental concerns including methods to improve work practices.
- Act as representative of the TD in their absence, when necessary.
- Communicate with other production departments, designers, stage managers, running crew and guest artists to ensure the safe and effective implementation, operation, and repair of all scenic elements.
- Maintain a current and comprehensive knowledge base of scenery construction techniques, including new and emerging processes, materials, and tools.
- Collaborate on maintenance and organization of shop and theater spaces with an eye on efficiency and safety.
- Participate in the promotion of a safe working environment for all employees.
- Uphold and support CPIP's values and policies.

Essential Skills and Attributes:

- Must have complete proficiency and demonstrable experience using CAD to create scenery construction drawings in both 2D and 3D.
- Experience in preparing budgets, labor estimates, build calendars, and staffing.
- Ability to communicate, collaborate, and work as a team member with a wide variety of designers, artists, technicians, and administrators with diverse backgrounds, including people with demanding artistic talents and personalities, in a deadline-driven environment.
- Ability to prioritize assignments and deliver complex projects on time and on budget with an eye to artistic excellence.
- Ability to adapt to new situations and shifting priorities, while quickly solving problems that may arise.
- Strong project management skills to oversee multiple projects in various stages of design or build.
- Strong time management skills, with the ability to self-critique work and strive for improvement.
- Knowledge of modern theatrical scenic construction methods/techniques including hydraulics, pneumatics, theatrical automation, engineering, and structures to use in technical designs.
- Knowledge of theatrical rigging principles, practices, and applications of counterweight rigging systems including truss and chain motors.
- Proficiency with Microsoft Office, including the ability to create and maintain spreadsheets.

Preferred Skills and Qualifications:

- A minimum of 2 years' experience in technical theatrical construction and management
- Experience working with IATSE stagehands under a collective bargain agreement.
- A valid driver's license.
- Familiarity with Creative Conners™ or equivalent stage automation systems.
- Familiarity of basic electrical power and control principals.
- Familiarity with CNC router programming (Vetric™ or similar)
- Ability to work a flexible schedule.

Work Environment and Physical Demands:

- Standing, walking, stooping, kneeling, crouching and crawling.
- Clear and accurate written and verbal communication skills.
- The noise level in the work environment ranges from low to high.
- The light level in the work environment ranges from light to dark.
- Lift, carry, push, pull: generally, up to 25 lbs. and occasionally up to 50 lbs.
- Safely climb, ascend/descend ladders.
- Specific vision abilities include: close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The schedule for this role will vary based on the dynamic schedule of a theater including nights and weekends. The typical Scene shop operating hours are 7:00AM-3:30PM Monday through Friday. The Assistant TD also attends evening and weekend technical rehearsals.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan that continues to be updated per latest state and Federal guidelines.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.



PLAY IN THE PARK
CINCINNATI **HOUSE**

To Apply:

Qualified candidates should submit a cover letter, resume and references to Amy Stier, HR representative (Amy.Stier@cincyplay.com) and Josh Escajeda, Director of Production (josh.escajeda@cincyplay.com). This is a rolling application process, and the position will stay open until filled. If you would like to submit a digital portfolio, please attach it in .pdf form or provide a link to an online source in the body of the email. Hard copies of portfolios will not be accepted at this time. No phone calls, please.