



**GERI WRIGHT**  
EXECUTIVE DIRECTOR

**MATT AUGUST**  
KASSER FAMILY  
ARTISTIC DIRECTOR

**Technical Director**  
**Full Time, Exempt**  
**Reports to Artistic Director**  
**Salary: \$1050/week**  
**Tucson based**  
Updated March 2023

### **Company Profile**

Arizona Theatre Company (LORT C1) is the state's only member of the League of Resident Theatres, as well as the only LORT theatre in the country that produces shows in two cities- Tucson and Phoenix Metropolitan Area. ATC maintains offices in both cities and produces 5-6 mainstage shows, various workshops and galas each year. Each show is built, rehearsed, teched and opened in Tucson at the Temple of Music and Art, and then moves to the Phoenix Metro Area at the Tempe Center for the Arts- Home of Arizona Theatre Company. For fiscal year 23/24 the budget is anticipated to be approximately \$8.5M.

Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including, but not limited to, race, color, age, sex, gender identity, sexual orientation, religion, disability, or national origin.

### **Overview**

Reporting to the Production Manager, the role of the Technical Director is to serve as a liaison between the scenic designer, the artistic staff, the scene shop and all other production areas. They are responsible for the supervision and coordination of the carpentry and paint departments and all aspects of scenic engineering, budgeting, drafting, construction, load-in/out for ATC productions in both Tucson and Phoenix.

The Technical Director supervises: two assistant technical directors, a lead carpenter, two carpenters and various over-hire on an as-needed basis.

### **Essential Functions**

- Collaborate with scenic designer, director and production manager to achieve designs that can be realized within budget and schedule for all productions.
- Maintain communication with ATC Management and designers, and relate design information to production staff and crew.
- Create and maintain a safe, healthy and equitable work environment built on mutual respect for, and clear communication with, all employees and the greater ATC community.
- Plan construction techniques, special requirements and coordination of interdepartmental production elements.
- Coordinate and execute all scenery construction including drafting, engineering, and installation.

PO BOX 619  
PHOENIX, ARIZONA 85001

PO BOX 1631  
TUCSON, ARIZONA 85702

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- Coordinate and maintain the build schedule regarding the flow of the build and in conjunction with other shop areas.
- Assist production management with the coordination of load in, remount, and strike schedules for each production.
- Supervise load-ins, remounts, and strikes for all ATC productions.
- Direct and oversee over-hire crews and interns when applicable.
- Attend all production and staff meetings, rehearsals, tech rehearsals, and preview performances as requested by the production manager.
- Assist on other ATC special events or programs as assigned by Production Management.
- Acquire and manage inventory of materials and equipment as needed for productions.
- Supervise the daily operation of the scene shop.
- Execute all related personnel and accounting paperwork in a timely manner, including over-hire and new hire paperwork, timesheets, accident reports, financial records, and spending reports.
- Enforce all safety guidelines and protocols.
- Maintain ATC scenic machinery, tools, bulk inventory, and scenic/show inventory.
- Participate in season planning which includes reading scripts, preliminary budgeting, and preliminary scheduling.
- Other duties as assigned

### **Qualifications**

- Experience in technical direction or working in a large-scale scene shop.
- Demonstrated knowledge and experience in scenery construction and engineering.
- Proficient Computer knowledge including Microsoft Word, Excel and CAD skills, with the ability to generate clear and concise construction drawings.
- Demonstrated knowledge in the safe use of hand and power tools, scenic carpentry, rigging, and welding techniques.
- Effective communicator with designers, staff and over-hire.
- Able to promote and cultivate a safe and organized work environment.
- Ability to operate counterweight flying systems and personnel lifts.
- Has, or can obtain, a valid driver's license.

### **Preferred Skills**

- Demonstrated experience with design and maintenance of scenery automation.
- Attentive to detail, accountable and deadline oriented.
- Excellent organizational and managerial skills.

### **Physical & Scheduling Requirements**

- Must be able to lift and move items weighing 50 pounds.
- Must be able to perform physical activities such as, but not limited to lifting, bending, crawling, and climbing ladders.
- Ability to work from heights (ie grids, catwalks, ladders, loading bridge and personnel lifts).

- Available to work nights and weekends. Workdays could be long and could include long periods of time either sitting or standing.
- Short Phoenix residencies may be required based on production schedules.

**Benefits**

Comprehensive health and pension benefit package, including paid vacation, health, dental and vision insurance, and inexpensive cost of living in Tucson, AZ.

**HOW TO APPLY: Please send a resume and a cover letter with references to: [artisticjobs@atc.org](mailto:artisticjobs@atc.org)  
Please put "Technical Director" in the subject line.**