



GREAT Theatre Job Description

Position Title: Assistant Technical Director

Status: exempt/salaried/full-time

Reports to: Technical Director

Supervises: volunteers and shop staff

Starting Salary: \$45,000-\$48,000

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre in Waite Park, MN (60 miles north of Minneapolis) that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic on-stage programming that consists of producing 7-8 full-scale shows featuring local talent, multiple production collaborations, and innovative off-stage educational outreach throughout Central Minnesota, we invite people to be part of the story to build a more vibrant community, celebrate differences, and create a sense of belonging for everyone. By reaching more than 50,000 people each year, GREAT brings our community together through the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.

Position Summary

As Assistant Technical Director, you will work closely with the Technical Director to support the technical needs of GREAT's productions, camps, and outreach activities. Your responsibilities will include assisting with planning, scheduling, and overseeing scenic construction and equipment rental, as well as supporting the safe and efficient installation of sets, lighting, sound, special effects, projections, and other technical elements. This role offers opportunities for professional growth, including hands-on experience, skills development, and access to training and certifications.

Job Functions

As the Assistant Technical Director, you'll get to:

- Read and interpret Vectorworks design drawings to lead construction of theater sets to include wood, metal, and painting.
- Create detailed technical drawings for assigned scenic elements based on designer renderings to guide carpenters in construction
- Assist in managing labor estimates, material expenses, and schedules to keep projects within scope.
- Help lead and manage stage rigging, electrical, projection and audio. Help maintain scenic, electrical, and audio equipment.
- Coordinate and participate in the transportation, assembly, and strike of scenery for productions, camps, and events.
- Support day-to-day operations of the scene shop, including organizing and maintaining a safe and clean workspace.
- Collaborate with other GREAT staff to assist with general facilities maintenance and upkeep.
- Attend production meetings, designer runs, and technical rehearsals as needed.
- Train students, volunteers, and carpenters fostering a positive and safe environment to build technical skills and a sense of community.
- Develop scenic construction plans by working directly with designers/directors including to assess financial and practical feasibility, under the supervision of the technical director.
- Actively participate in professional development opportunities to achieve certifications in rigging, OSHA, welding, drafting, and others as deemed necessary or appropriate.

This might be the job for you if...

- You have experience with technical theatre including sound, lighting, and scenic elements.
- You have experience with theatrical set building or related experience including woodworking, electrical and/or welding.
- You have a demonstrated ability to troubleshoot technical problems and collaborate to come up with executable solutions and explore new ideas.
- You have the ability to produce construction drawings using industry standard CAD (Vectorworks is preferred, AutoCAD, SketchUp, etc.).
- You are self-motivated and eager to learn and expand your knowledge, skills, and experience to advance your career.
- You thrive on collaboration and embrace both a coaching and learning mindset.
- You enjoy teaching and working with volunteers, students, and community members who have diverse backgrounds and skill sets.
- You value following and setting an example of following safety standards and procedures.
- You have the ability to organize, multi-task, and prioritize effectively in a fast-paced and creative environment.

- You have the ability to adapt to change, self-direct, and positively contribute to an anti-supremacist and inclusive workplace.
- You don't mind adapting your schedule according to the needs of the season including working nights and weekends.
- You have an interest and experience with learning forms of new and traditional media and technology.
- You have previous experience working with or involvement in any capacity with community or educational theatre.
- You are invested in the community and organization, and are committed to contributing through collaboration, respect, and professionalism.

As an employee of GREAT you'll receive

- Competitive equitable compensation with annual opportunity for raises
- Flexible work schedule and option to occasionally work remotely as workload allows
- Voluntary pre-tax contribution to Simple IRA plan with up to a 3% company match
- Health reimbursement for qualified health expenses up to \$2000 annually
- 80 hours PTO accrued bi-weekly to enjoy time away from work and promote life balance, with increases of 16 hours annually after each year of service
- 8 paid holidays (6 federal plus 2 floating)
- 4 hours paid volunteer time at another organization
- Professional development opportunities
- Comp tickets to shows and camp/class registrations
- A fulfilling and fun work environment with a diverse team committed to transforming lives through the power of the arts

This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of GREAT.

The Assistant Technical Director can expect to work an average of 40 hours per week. While hours are primarily between 9am–5pm, Monday–Friday, some weeks—particularly during tech weeks—will require evening, weekend, or holiday hours. We recognize that work/life balance looks different for everyone and are committed to supporting flexibility and overall well-being throughout the season.

To apply: Submit letter of interest and resume to jobs@greattheatre.org