



GREAT Theatre Job Description

Position Title: **Assistant Technical Director**

Status: Salaried / full-time

Reports to: Technical Director

Supervises: volunteers, shop over-hire position(s)

About GREAT Theatre

Great River Educational Arts Theatre (GREAT) is a professional community theatre that provides dynamic on-stage programming and innovative off-stage educational outreach throughout central Minnesota. By reaching more than 70,000 people each year, GREAT ensures everyone has access to 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 achieve high quality scenic construction, shop supervision and installations of set, lights, sound, special effects, projections and other technical needs. This position also ensures continuity in building operations and maintenance, utility services and maintenance service contracts. All employees are expected to champion and support Equity, Diversity and Inclusion work.

Job Functions

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

- Read and interpret AutoCAD design drawings to lead construction of theater sets to include wood, metal, and painting.
- Help lead and manage stage rigging, electrical, projection and audio.
- Help maintain scenic, electrical, and audio equipment.
- Assist other GREAT staff in day-to-day operations of the scene shop.

- Organize and maintain safe and clean shop space.
- Transport, assemble, strike stage scenery for productions, camps, and events.
- Create a positive, safe, learning environment for volunteers that builds skills and community as you teach volunteers in safe building methods of set construction, painting and fabricating.

As Building Operations Lead, you'll get to:

- Develops, implements, and monitors maintenance programs, facility budget, capital improvements and procedures.
- Develops strategies to reduce exposure to risks and ensure compliance with codes/regulations, health and safety requirements.
- Provides leadership and training to staff for continuous improvement in operations, maintenance, security, health and safety, etc.

This might be the job for you if...

- You have experience with theatrical set building or related experience including woodworking, electrical and/or welding.
- You have experience with shop tools including hand tools, power tools, welders and table saw.
- You have computer literacy, specifically experience with AutoCad/Vectorworks/Sketchup and in the Google suite of software programs.
- Ability to read drawings/paperwork made by above software.
- You are a strong communicator and love to jump in and help where needed on group tasks.
- You have the ability to work with volunteers and community members who have diverse backgrounds and skill sets.
- You have the ability to support GREAT's values and operating procedures.
- You have the ability to work both independently and as a contributing member of a team.
- You value following and setting an example of following safety standards and procedures.
- If you have set, audio or light design experience that would be awesome.

As an employee of GREAT you'll receive

- Competitive equitable compensation of \$42,000 with annual opportunity for raises.
- Flexible work schedule.
- Volunteer 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 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.
- Comp tickets to shows and camp/class registrations.
- A fulfilling and fun work environment with a culturally, gender and age 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.

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If you have any questions about the job or process for hiring please reach out to Nick Loweree, NickL@GREATTheatre.org, 320.258.2787. Learn more about GREAT Theatre at www.GREATTheatre.org.