



GREAT Theatre Job Description

Position Title: Associate Technical Director

Status: exempt / salaried / full-time

Reports to: Technical Director

Supervises: Carpenters

Salary Range: \$50,000-\$60,000

About GREAT Theatre

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 Associate Technical Director your primary focus and responsibility is to support all technical needs for GREAT productions, camps, and outreach activities in collaboration with the Technical Director and design teams. This includes planning, scheduling, engineering, executing, and supervising to ensure the safe, efficient, and timely production of all events as well as ensure the accurate construction and implementation of designs in line with the artistic vision and allocated resources.

Job Functions

As a leader of our Technical Production Team, you'll get to

- Serve as the lead Technical Director on 2-3 shows per season and as a support to the Technical Director on remaining shows, camps, and outreach events.
- Oversee labor distribution in collaboration with the Technical Director.
- Assist in developing budgets and cost estimates of labor and materials for each production.
- Coordinate with TD to self-schedule and ensure one is present for all production meetings, technical rehearsals, load ins, and strikes.
- In collaboration with the TD, develop creative solutions to technical and design challenges, utilizing a wide range of theatrical construction materials and methods.
- Partner collaboratively with other departments in the organization to support and realize events related to fundraising, audience development, and educational initiatives.
- Have the opportunity to serve as a designer.

As the lead Technical Director on the shows assigned, you'll get to

- Work with the creative team as the primary point of contact responsible for disseminating information and providing paperwork for all technical operations including lighting, sound, set design and construction.
- Attend production meetings, designer runs, and technical rehearsals as needed
- Develop scenic construction plans by working directly with designers/directors including to assess financial and practical feasibility.
- Create detailed technical drawings for all scenic elements based on designer renderings, using VectorWorks 2025, to guide construction by shop staff and overhire labor.
- Provide guidance on rigging and flying of scenic elements.
- Manage labor and material expenses to ensure the budget is met.
- Maintain effective communication with artistic director, director, designers, stage manager, production staff, and volunteers to ensure smooth development of the set and technical elements throughout the rehearsal and performance process.
- Coordinate technical activities with the venue to ensure seamless integration of scenic elements with existing structures.
- Ensure the final product accurately reflects the designer/director's intentions and is constructed in a safe, effective manner.

As part of the scene shop management team, you'll get to

- Manage workflow and labor schedule in collaboration with TD
- Lead daily activities on the shop floor assigning projects and working directly with carpenters and volunteers
- Order material and supplies
- Ensure a clean and organized work environment
- Oversee the maintenance and security of the scene shop storage, equipment, supply inventory, and property inventory.

This might be the job for you if...

- You have a broad background and demonstrated thorough understanding and skills of all aspects involved in technical theater, including construction, lighting equipment, rigging, sound, and special effects.
- You have a demonstrated ability to troubleshoot technical problems, 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 have demonstrated knowledge of rigging, pneumatics, and theatrical automation
- Demonstrated skill in preparing budgets, labor estimates, and schedules to keep projects within an acceptable scope
- You are an excellent communicator, effective listener, strategic thinker, and creative problem-solver.
- You enjoy teaching and working with volunteers, students, and community members who have diverse backgrounds and skill sets
- 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-racist and inclusive workplace.
- You thrive on collaboration and embrace both a coaching and learning mindset.
- 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 Technical Director can expect to work on average 40 hours/week. Hours are variable, but primarily will fall between 9am – 5pm, Monday-Friday with the exception of tech weeks which will require some work on weekends, evenings, and holidays.