

GREAT Theatre Job Description

Position Title: **Technical Director**

Status: exempt / salaried / full-time

Reports to: Executive Director

Supervises: Assistant Technical Director, Carpenters, Scenic Painters, Props Designer

Salary Range: \$55,000-\$70,000

Position Summary

As Technical Director your primary focus and responsibility is to support all technical needs for GREAT productions, camps, and outreach activities. 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.

Working in collaboration with the leadership team, you play a key role in cultivating a culture that is positive, efficient, inclusive, educational, and collaborative.

Job Function

As the leader of our Technical Department, you'll get to:

- **Bring each show's design to life.** Turn scenic drawings into construction plans and guide the building, painting, and installation of scenery and props. Support the lighting and sound teams as they bring their designs into the space. Plan for load-in, rigging, technical rehearsals, and strike, bringing all the technical elements together in service of the director's and designers' vision.
- **Make thoughtful use of resources.** Help develop production budgets, assess feasibility of designs, track material and labor costs, and find creative solutions that work within the budget and timelines.
- **Keep multiple projects moving.** Manage timelines, people, and resources across shows at different stages of the process - from early planning and construction to technical rehearsals and strike. Anticipate what each production needs next, adjust priorities as plans change, and keep the team informed.
- **Lead the people who make it happen.** Work with the Assistant Technical Director to schedule, supervise, and support carpenters, overhire staff, and volunteers through builds, load-ins, technical rehearsals, and strikes.

- **Care for our spaces and equipment.** Oversee the condition, maintenance, and security of the scene shop, storage areas, tools, supplies, props inventory, and lighting, sound, and rigging equipment. Arrange preventive maintenance and outside repairs when needed. Support facility and grounds maintenance.
- **Keep people safe.** Set clear expectations for workplace safety, tool use, and rigging and fly system operations so cast and crew can do their best work safely.
- **Collaborate across the organization.** Stay in close communication with the Artistic Director, directors, designers, stage managers, and Production Associate as each show takes shape. Partner with other departments to support fundraising events, audience experiences, and education programs.
- **Help create a place where people belong.** Model a professional, collaborative approach that welcomes staff, artists, and volunteers and gives them room to learn and contribute.
- **Design for the stage, if you'd like to.** Scenic, lighting, and/or sound design is not required for this role, but if you have the experience and interest, you may have the opportunity to design two to three shows each season. Design assignments will be determined in collaboration with the Artistic & Education Director.

This might be the job for you if...

- You have a strong foundation and thorough understanding of all aspects involved in technical theater, including construction, lighting, rigging, sound, electronics, automation, and special effects.
- You can turn a design into a buildable plan, applying mechanical and structural principles to create construction drawings using tools such as Vectorworks or AutoCAD and find practical solutions when challenges arise.
- You have experience keeping multiple productions and priorities moving at once, adapt when plans change, and manage your time and work independently.
- You communicate clearly, listen well, and enjoy solving problems with artists and colleagues.
- You enjoy teaching and working with volunteers, students, and community members who have diverse backgrounds and skill sets. You're eager to learn from them, too.
- You're curious about new and traditional media and technology and how they can serve the story onstage.
- You care about community and educational theatre and want to help create an inclusive, anti-racist workplace where people are treated with respect and feel they belong.
- You thrive on collaboration and embrace both a coaching and learning mindset.
- You have the ability to organize, multi-task, and prioritize effectively in a fast-paced and creative environment.
- You have previous experience working with or involvement in any capacity with community or educational theatre.
- You don't mind adapting your schedule according to the needs of the season.

- 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
- 9 paid holidays (7 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.

About GREAT Theatre

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre 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 seven 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.