Assistant Technical Director

Salary: $53,500 - $55,500 with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Production: Scenery
Reports to: Technical director
Status: Full-time, exempt (40 hours/week)
Benefits: Yes

Who we are

The pandemic shutdown gave us a chance to pause. We used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, culture, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we re-opened our doors, we at Hartford Stage seized the moment to take intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the assistant technical director, you will be hands on, collaborating with the technical director in fulfilling the scenic designer’s vision for all Hartford Stage productions. You are an incredible draftsperson who enjoys creative problem solving and figuring out complex problems. You are detail oriented, focusing on efficient construction of the design. You’ll be providing support, guidance, and direction to the shop staff through your expertise and knowledge of construction techniques. You will assist the technical director in planning, organizing, and scheduling the builds, work calls, and supply chains and lead specific, complex builds as necessary.

What you’ll be doing

• Determining specific approaches to be applied to the construction of the various components that make up a given set, in consultation with the technical director
• Working with the set designer’s drawings, preparing corrected ground plans and sections as needed, and preparing necessary working drawings for distribution to carpenters
• Developing project timetables, labor requirements, and building schedules that will assure timely completion and installation of scenery, in consultation with the technical director
• Working with the lead carpenter to determine shop layout, arrangement, and sequence of construction projects
• Ensuring proper maintenance of scene shop and tools
• Undertaking construction of the more complex scenic elements and effects including, but not limited to, automated machinery and specialized rigging
• Maintaining, evaluating, and inventorying supplies and materials needed for current and future productions
• Assisting in maintaining the scene shop in a neat, orderly and safe condition; participating in daily clean up when working the floor
• Assisting in the maintenance and cleanliness of the backstage area including, but not limited to, backstage proper, rigging system, trap room, and assorted storage areas
• Assisting in the maintenance and cleanliness of off-site warehouse storage facilities
• Attending tech rehearsals, preview performances, and note sessions as scheduled and determined by technical director
• Managing all scenery staff including lead carpenter, carpenters, scenic charge, apprentices, stage carpenter, over-hire carpenters, and painters in the absence of the technical director
• Participating in all load-ins and strikes

What you bring

Excellence in:

• Verbal and written communication and interpersonal skills
• Discipline, flexibility, and adaptability
• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Creative problem-solving
• Craftsmanship with the ability to work in wood, metals (especially steel and aluminum), plastics, fabric, etc.
• Understanding comprehensive stage rigging, theatrical machinery, and electronics
• Attention to detail and a commitment to following-through
• Draftsmanship and fully familiar with AutoCAD
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Bonus Points:

• Knowledge and experience with automation, 3D drafting, and Computerized Numerical Control (CNC)
• Multilingual

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community
A place where everyone belongs

Since our re-opening, post the pandemic shutdown, Hartford Stage has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to hr@hartfordstage.org

_Hartford Stage has a mandatory COVID vaccination policy for all employees. Details on the policy, as well as procedures for seeking reasonable accommodations relating to disability or religious practice, will be provided to all candidates for employment during the interview process._