



Technical Director

Summary

TheaterWorksUSA (TWUSA) is seeking an experienced **Technical Director**, based out of our NYC headquarters. Since 1967 we have been a trailblazer in the not-for-profit theater industry with our repertoire of 146 literature- and history-based plays and musicals playing a leading role in the rise of theater for young audiences as an art form. We are proud to say that 100 million children, educators, and families have joined us at the theater to enjoy titles ranging from classics like *Charlotte's Web* and *Freedom Train* to contemporary favorites like *Dog Man: The Musical* and *The Lightning Thief: The Percy Jackson Musical*.

The **Technical Director** will be an integral part of the production team and will oversee both the build process of new physical production elements and the physical maintenance of existing productions. The Technical Director must be a self-starter, have a strong ability to lead, and be a solution-oriented problem solver. This position reports to the General Manager and works primarily in-person out of the New York City office.

The successful candidate will:

- Oversee the bid and award process, and the build/development of scenic, prop, lighting, and audio, for new productions with third parties.
- Directly supervise costume shop supervisor. Oversee the build and development of costume builds for new productions and repairs for existing productions.
- Create and maintain technical riders, documentation, and inventories for each production.
- Develop and oversee the maintenance plans for each physical production ensuring all productions meet or exceed all safety requirements and industry standards.
- Collaborate with Production Manager to develop and manage load-in and load-out plans and systems for each tour, including creating van packs.
- Maintain and organize TheaterWorksUSA's storage inventory.
- Review and respond to all rehearsal and performance report notes applying to scenic, props, sound, or lighting. Oversee supply restocks, and coordinate solutions to technical issues noted in reports.
- Ensure all technical files and tour documentation is properly filed or, for older productions, archived.
- Coordinate production supply transportation around New York City including scenery/prop pickups, drop offs, final load outs, costume deliveries, and other production department deliveries as necessary.
- Recruit and train all production crew personnel.
- Other duties as assigned.

Skills and Experience Needed:

- 3-5 years of experience leading or managing the technical side of the creative process for a theater company, e.g. Technical Director, Production Manager, or Production Stage Manager.
- Valid driver's license.
- Strong collaboration and negotiation skills for diverse teams.
- Effective problem-solving abilities and project management.
- Proficiency in software: Word, Excel, Teams, Zoom, Adobe.
- People management experience for desired outcomes.
- The ability to manage budgets.
- Strong written and verbal communication skills.

Preferred but not required:

- Knowledge of QLab, CAD, VectorWorks, and Photoshop



- Carpentry and construction skills
- Safety certifications

Compensation and Location:

This position is a full-time exempt position with an annual salary ranging from \$67,500 to \$75,000 based on experience and qualifications. Compensation package includes 99% employer-paid health insurance, voluntary, dental insurance, FSA Transit/Health/Dependent accounts, access to a voluntary 401(k) plan after one year of employment, and a total of 30 days of paid time off annually. The **Technical Director** will work out of our main office in NYC with occasional flexibility to be hybrid, depending on production schedules.

Application and Instructions:

- Please submit a resume and a statement that includes what excites you about this position and include your approach to equity, diversity, and inclusion. EDI is an important part of TWUSA's mission, and we ask you to share the ways you imagine bringing a commitment to EDI to your work. No "cover letters" necessary. While we ask that resumes be submitted in written form, we invite applicants to submit their application via a written statement, audio, or video recording - whatever form best suits your self-expression.
- Please submit your application with the subject line "**Technical Director**" jobs@twusa.org

TheaterWorksUSA serves a diverse, nationwide audience and strives to build a staff, board, and programming that reflects the diversity of our audience. We strongly encourage candidates from communities that have been historically underrepresented to apply.

TheaterWorksUSA is committed to creating a diverse and inclusive environment and is proud to be an equal employment opportunity employer. TheaterWorksUSA will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability including gender dysphoria and similar gender-related conditions, gender (including pregnancy), veteran or military status, actual or perceived sexual orientation, gender identity or expression (including status as a transgender individual), predisposing genetic characteristics, genetic information, marital status familial status, domestic violence victim status, or any other legally recognized protected basis under federal, state, or local laws.

TheaterWorksUSA complies with applicable disability laws and makes reasonable accommodations for qualified applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process or to perform essential job functions, please contact us.