



Assistant Technical Director Job Description

- **Title:** Assistant Technical Director
- **Classification:** Full-time, year-round, salaried, exempt
- **Reports to:** Technical Director

Purpose

As a member of the Technical Direction team, the Assistant Technical Director contributes to the engineering and drafting of scenery for a 5-show summer festival season, assists in directing Scene Shop and Stage Operations, and participates in maintaining scenery, stock, warehouse and production related spaces in a safe, efficient and cost-effective manner.

Responsibilities

- With the Technical Direction team, analyze scenic designs to determine cost feasibility, resources to execute and other festival season constraints. This includes creating a budget for each project, and identifying and resolving potential problems that may arise during build, load-in, load-out, show run, storage and shipping of scenery.
- Assist designers and directors in assessing priorities throughout the entire process and keep them apprised of any problems or opportunities while offering constructive and appropriate solutions.
- As a key member of the Technical Direction team, contribute to the engineering and completion of the drafting of technical drawings required to build and install the scenery.
- Ensure the engineering and drafting of all scenery meets the needs of the production and the limitations of the budget and venue, and is completed in a safe and timely fashion.
- Develop a clear understanding of production designs and look to ensure proper operation and finish of all pieces. Understand all aspects of assembly and strike of all productions.
- Anticipate needs, requirements and requests for all rehearsals, performances and production work.
- Assist in maintaining documentation necessary for coproduction, revival, rental or sale of productions.
- With the Technical Direction team and Head Carpenter, coordinate all scenery construction, rigging and load-ins with other departments.
- Assist in coordinating other departments' shop needs and the training of their staff in the safe operation of shop tools.
- Perform scenic construction duties as assigned.
- Work on special scenery and stage operations and projects as assigned by the Technical Director or Director of Production.
- Assist in maintaining Scene Shop inventory through ordering materials and other supplies, as needed.
- Assist in the hiring and supervision of annual, seasonal, and over hire employees for the Scene Shop, Stage Operations and Production/Music Services departments.
- Assist in providing orientation in Stage Operations practices and policies for seasonal stage crew, including but not limited to safety-related trainings.

- Contribute to the creation of solid year-round and seasonal Santa Fe Opera teams through encouraging participation, growth and the sharing of ideas, among other team-building elements.
- Know and understand completely the Stage Operations Supervisor Handbook and assist with its regular updating.
- Be certified as a person competent in the use of fall protection equipment, forklifts, personnel lifts and more.
- Assist in ensuring the Scene Shop and Stage Operations comply with safety regulations as set forth in the hazard communications program and/or applicable OSHA and other regulations.
- Assist in coordinating inter-departmental projects, including Community Engagement productions and special events, concerts and other happenings, as assigned.
- Accept responsibility for other appropriate projects and duties as assigned relating to The Santa Fe Opera.
- Follow all Santa Fe Opera procedures and policies as noted in personnel and safety manuals.

Skills, Training & Requirements

- Must have BA in Theatre or comparable professional experience with training in and understanding of technical theatre production including set and prop construction, period styles, rigging, lighting, sound reinforcement and costuming.
- Understanding of basic business, accounting and bookkeeping practices preferred.
- High organizational and interpersonal skills.
- Ability to create, work within and maintain a budget.
- Working knowledge of a variety of scenery construction methods, materials and techniques including wood, metals, fabric, plastics and more.
- Comprehensive skills in drafting, and reading and interpreting drawings.
- Computer skills including knowledge of Microsoft Word and Excel, AutoCAD, VCarve, ArtCAM.
- Comprehensive training in the safe operation of stationary and portable power tools, CNC router, hand tools, stage rigging and other standard theatrical equipment.
- Training in and understanding of safe practices for the theatre environment.
- Understanding of the safe use and disposal of chemicals and other hazardous materials.
- Willingness and ability to work within a rigorous time schedule with a variety of personalities and skill levels.
- Ability to work independently and collaboratively.
- The Assistant Technical Director must be prepared to use equipment including, but not limited to: table saw, band saw, metal chop saw, electric miter saw, MIG welder, arc welder, oxy acetylene torch, plasma cutter, drill press, electric hand drill, circular saw, pneumatic staplers and nailers, jig saw, hand tools, personnel lifts, angle grinder, bench grinder, stationary sander, belt sander, router, planer, chain hoists, computer, CNC router, 3D printer, forklift and box truck.

Physical Requirements

- Must be able to use a respirator in accordance with OSHA's Respiratory Protection Standard.
- Must be able to carry 85 pounds.
- Must be able to climb and work from ladders, scaffolding and personnel lifts. Training can be provided by SFO for the right candidate.

- Must have the vision and dexterity to safely operate stationary and portable power tools, hand tools, and stage equipment, and to safely work and move about backstage in limited lighting during rehearsals and performances.
- Ability to stand for prolonged periods.

Environment

The Santa Fe Opera is at an altitude of 7000 feet. The environment of the work place includes indoor conditions that may be crowded during the season. The work is fast paced, high-pressure and tightly scheduled. The presence of bright lights, particles or fumes, and the use of materials that produce particles and fumes may require the use of dust masks, respirators, fume and dust extractors and more. Outdoor conditions include wide temperature variations, exposure to sun, rain, wind and other weather conditions.