



JOB DESCRIPTION: ASSISTANT TECHNICAL DIRECTOR

Rev: 1/2025

Job Title: Assistant Technical Director

Reports to: Technical Director

Department: Production/Carpentry

FLSA Classification: Annual Full-Time Exempt

Rate: 48-53k annually, insurance, paid time off, and paid holidays provided

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer and aims to have a diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: The Assistant Technical Director (ATD) is responsible for the costing, technical design and technical drafting of scenic elements as approved by the Technical Director (TD) for the Goodspeed Opera House, The Norma Terris Theatre, and all assigned Goodspeed events and outside projects. In addition, the ATD is responsible for purchasing and tracking shop materials, supplies, and equipment. This position also lends aid to the TD and Shop Foreman (SF) in the management and oversight of shop and run crew staff, as well as the maintenance of safe, clean and efficient shop and theatre work spaces.

Principle Duties and Responsibilities:

- Execute engineering and drafting of construction detail plans and drawings.
- Create budgets for scenic designs for submission to the TD for approval.
- Provide drawings requested by stage management and other department heads.
- With SF and TD, facilitate workflow through the scene shop by delegating appropriate jobs to shop staff.
- Assist the SF in the supervision and training of all carpentry staff in proper tool usage, construction methods, standards of quality, and safety guidelines.
- With TD, Charge Scenic, and SF, create and maintain a build schedule of all scenic elements.
- Assist in the transportation and shifting of scenery between buildings.
- Purchase materials, equipment, and bulk consumables for the production department.
- Aid in the maintenance and improvement of production equipment and shop, theatre, and storage spaces.
- Oversee and participate in the construction, load-in, technical notes and strike of all scenic elements.
- Supervise crews (including over hire staff) during changeovers and technical rehearsals.
- Act in accordance with, and on behalf of the TD, when they are absent.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Foster a positive and collaborative work environment by resolving conflicts between employees, including addressing interpersonal issues, mediating disputes, and facilitating open communication to ensure a harmonious team dynamic.



- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with a minimum of information, and staying relaxed and proactive when things are uncertain.
- A commitment to an equitable work environment, which includes use of gender inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

Other Duties and Responsibilities:

- Maintain all expendable shop asset inventory.
- With TD, respond to Stage Management daily rehearsal and performance reports.
- Maintain an updated record set of Material Safety Data Sheets.
- Maintain safety supply inventory, including respirators and cartridges, and assist in arranging respirator fittings as necessary.
- Provide support to the organization by helping to accommodate large format print requests.
- Research new construction methods and material options when requested.
- When requested and available, fill in backstage as members of the crew for productions in cases of illness or planned absence.
- Other duties as assigned.

Required Qualifications & Skills:

- Minimum 3-4 years experience in technical theatre.
- Excellent drafting skills (including experience creating construction drawings) with strong working knowledge of AutoCAD.
- Basic knowledge of commonly used theatrical materials and theatrical construction tools.
- Up to date knowledge of welding, rigging, carpentry, motion control and stagecraft techniques.
- Ability to troubleshoot problems in a calm and efficient manner under pressure;
- Proficiency with MS Office Suite.
- Able to climb four flights of stairs while carrying 40 pounds and work long hours during heavy build and tech periods.
- Availability nights, weekends, and the occasional Holiday.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.



- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.

Preferred Qualifications & Skills:

- Valid drivers license with safe driving record.
- Ability to work comfortably at elevations of up to 45 feet.
- Comfortable driving a 26 foot Box Truck.
- Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge.