

TECHNICAL DIRECTOR

The Technical Director oversees all set construction and improvements to Riverside Theatre production facilities, including the Gilbert Street stage, Festival stage, and shop spaces.

The Technical Director will design scenery or lighting for one production per season, and may be assigned adjunct design responsibilities for special or weekend events.

The position is full-time and non-exempt from overtime and offers benefits. Starting salary low \$20,000s.

Start date: mid to late July, with selected training days prior.

Applications will be reviewed as received.

To apply send a resume and cover letter to: ron@riversidetheatre.org or Ron Clark, Riverside Theatre, 213 N. Gilbert St., Iowa City, Iowa, 52245

RESPONSIBILITIES INCLUDE:

PRODUCTION

- Building sets; assisting with procurement of props.
- Developing and maintaining the production calendar for the season.
- Working collaboratively with designers, directors and other production personnel during RT's year-round production process.
- Researching and predicting costs of materials and planning construction based on designs to estimate required human resources and final costs of projects.
- Working with designers and supervising technical personnel as necessary to ensure that projects stay on schedule and within budget.
- Personally overseeing budgets for set materials and props.
- Attending selected technical rehearsals and all production meetings.
- Scheduling, planning and supervising intern/crew work calls.
- Overseeing all strikes and changeovers.

ARTISTIC

- Create design (scenic or lighting) for one Gilbert Street production as assigned.

ADMINISTRATIVE

- Developing annual budgets for all technical areas and adhering to those budgets throughout the year.
- Maintaining and submitting accurate monthly time sheets.

- Supervising volunteers, interns and work-study assistants.

MAINTENANCE

- Maintaining the order, safety and cleanliness of the shop, stage and storage areas.
- Maintaining the general working order and appearance of the main facility.
- Preparing theatre for special events and rentals.
- Hauling debris to City landfill.
- Maintaining lamp inventory; keeping lighting instruments in working order as well as all sound equipment.
- Completing facilities projects as assigned at the Riverside Festival Stage and the Gilbert Street theatre.

EDUCATION

- Working with volunteers: recruiting, training and supervising as necessary; offering regular volunteer opportunities; scheduling volunteers for work calls.
- Maintaining a safe work environment and ensuring that all volunteers are tool-certified and prepared to use all equipment in a safe manner.
- Training and supervising interns during the Riverside Theatre Shakespeare Festival.