

Phoenix Productions is a non-profit community theater company dedicated to providing a positive theatrical experience to people on both sides of the footlights in Monmouth County, New Jersey for 32 years. We produce 4 Broadway-style musicals each year on the main stage of the Count Basie Center for the Arts in Red Bank, NJ. Phoenix operates out of the 8,000 square foot building we own at 59 Chestnut Street in Red Bank, steps from the train station. We are seeking a temporary part-time staff position of Technical Director to manage our professional-grade scene shop and further enhance the production quality of our organization.

Technical Director

The technical director is responsible for the overall operation and progress of the scenery production in the scene shop including season planning, working drawings, budget accounting, and construction of all required scenic elements. The position works closely with Phoenix Productions Producing Artistic Director and show staff, including directors and designers, to reach artistic goals within allotted resources.

The technical director is responsible for purchasing construction materials, supervising the building of all scenery, facilitating transfer of set pieces from the shop to the theatre stage, assembling the scenery onstage, overseeing the work of the scenic crews during rehearsals and performances, and maintaining the shop's equipment and supplies, while operating within established budgets.

The technical director should be able to read scale plans supplied by the scenic designer to facilitate ordering materials and overseeing construction. The technical director will be able to create construction plates or drawings as needed to provide a bridge from designers to carpenters, when needed.

The technical director works in conjunction with the managing director to facilitate scenery rentals with other organizations and scene shop rental when possible.

We need this position to start **January 1, 2022** extending through the end of May, willing to consider a shorter assignment.

Duties Include

1. Establish and implement rules, regulations, and protocols to follow during show builds to ensure everyone's safety.
2. Coordinate with the Artistic Director and the Production Committee to estimate scenic budget information for the season and manage the scene shop's budget for the year.
3. Attend pre-production meetings to discuss progress and challenges in advance and ongoing production meetings during the build phase for progress updates.

4. Coordinate and maintain communication with designers including preliminary meetings and progress updates.
5. Maintain budget and forecast estimates to keep expenses on track for each production.
6. Facilitate ordering of materials and stock/restock of the scene shop during pre-production, build, and post-production.
7. Schedule and manage volunteer work calls and coordinate volunteer needs with paint charge and props master to establish the build/work schedule. This schedule will include scenery or properties start, finish, paint, and complete dates. (Only includes properties that will require use of the shop).
8. Create or facilitate working constructions drawings that adhere to safety requirements, budget, and production objectives.
9. Coordinate with stage management for the priority of any particular items that might be beneficial to the rehearsal process and integrate those items into the build schedule accordingly. Provide demonstration of functional scenic pieces to stage management wherever applicable.
10. Provide scheduling and crew requirements to the venue Technical Director for each production's load-in and out.
11. Coordinate the strategy and crew for packing and unpacking of the truck for load in.
12. Coordinate strike and reset of the scene shop post-production. Coordinate return of rental items.
13. Maintain the scene shop and the equipment therein, including expendable supplies. This includes forecasting of future equipment purchases/needs.

Please email resume and salary requirements to: resumes@phoenixredbank.com.