Title: Associate Technical Director

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, assist with the oversight and supervision of productions and facilities at CCM.

Characteristic Duties

- To assist with the oversight and supervision of the productions and facilities at CCM.
- Supervise and assist in the training of students learning to build and assemble stage scenery.
- Organize and implement construction schedules, budget planning and control working drawings.
- Supervise and maintain facilities and equipment.
- Create scenery and props using advanced carpentry and welding skills.
- Translate designer’s ideas into practical construction techniques cost out set designs. Order supplies and materials to build sets.
- Assist in coordinating all production aspects of each show including scheduling of labor and facilities.
- Assist in the maintenance of tools and machinery.
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s of Fine Arts in Theater production. At least two years experience in creating construction, advanced carpentry, high-level welding and metal working, tool/equipment maintenance. Two years experience in creating construction drawing from designer’s drawing, costing out projects and determining feasibility of scenic units and managing scene shop. Must be able to climb ladders, lift up to 100 pounds and possess a valid driver’s license. Experience may also require at least one year of supervision.

Last updated: March 2007