

Arden Theatre Company, Philadelphia, PA | www.ardentheatre.org

Position Title: Assistant Technical Director

Department: Production

Classification: Full-Time, Salaried Exempt, (40 hours/week)

Reports to: Director of Production

Location: On-Site

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In our last full season, 2018 / 2019, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 503 performances seen by more than 107,000 people.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

Position Summary

Arden Theatre Company seeks an experienced professional to join our dynamic, agile production staff. Reporting directly to the Technical Director, the Assistant Technical Director participates in the construction, installation, maintenance, and disposal of scenic elements for all Arden productions and special events. The Assistant Technical Director collaborates with fellow production staff members to ensure the smooth, day-to-day operation of all production departments.

Essential Duties and Responsibilities

- Assist Technical Director in the day-to-day operation of the scene shop
- Lead scenic construction and installations projects, as assigned by Technical Director
- Maintain a safe working environment
- Oversee seating reconfigurations in Arden's three flexible performance spaces: the 365-seat F. Otto Haas Stage; the 175-seat Arcadia Stage; and the 100-seat Bob and Selma Horan Studio Theatre
- Manage staff – including Over-hire staff and Arden Professional Apprentices, investing in their talent and encouraging their growth while setting clear and obtainable goals
- Maintain inventories for scene shop and all theatre spaces
- Oversee the day-to-day maintenance of all scenic elements during a performance run
- Respond to facility maintenance projects as assigned by General Manager or Director of Production
- Participate in weekly and show-specific production meetings

Competencies

- Must have strong communication skills – both written and verbal
- Have a positive, team-oriented attitude. Actively and positively interacting with all of Arden's departments, creating a collaborative environment within both the department and the company
- Be proficient in Office 365, Dropbox, Zoom, and other cloud-based applications
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast-paced, dedicated team—rolling up your sleeves must be a favored tactic.
- Be willing and able to work flexible hours/days reflective of the dynamic schedule of a theatre, which includes a variety of hours, including evenings and weekends.
- Express a passion for theatre in the Philadelphia cultural community with a genuine interest in becoming a driver of Arden's mission and vision.

Required Experience

- At least three years of professional experience in scenic construction
- Broad-based knowledge of professional theatre producing practices. Will consider both formal, informal, and cross-disciplinary experiences.
- Advanced skills and techniques in theatrical construction, wood, and metal fabrication, and stage rigging
- Strong drafting skillset in both AutoCAD and Vectorworks
- Experience producing theatre in a flexible "black box" theatre space preferred

Work Environment

- This position is primarily focused on building and maintaining scenery
- Indoor environments, some with low light and confined spaces
- Stairs and ladders

Physical Demands

- Must be able to lift and move 50 pounds
- Must be able to safely operate standard power tools, both stationary and portable, as expected to be found in a typical theatrical scene shop
- Must be comfortable with heights at or above 24 feet

Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation

Compensation for this position is \$40,000 a year

Arden Theatre Company provides Medical and Disability Insurance, Flexible Savings Plan, 403(b) Defined Contribution Plan, and paid vacation, personal, and holiday leave.

Application Process

Applicants should submit a cover letter, resume, and three professional references to humanresources@ardentheatre.org

Application Closing Date: **January 3, 2022**

Anticipated Start Date: **February 2022**

Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.