



Job Posting

Technical Director For Addams Family non-exempt, temporary

Organization: Wheelock Family Theatre

Location: 200 The Riverway, Boston, MA 02215

Compensation: starting at \$9,000 commensurate with experience

This position will be responsible for costing out, building, installing, and striking scenery for our production of *The Addams Family*. The Technical Director will delegate work to the carpentry crew, overlooking the shop's daily operations, administration, and budgets. In addition, the Technical Director will ensure the proper functioning, maintenance, and safety of technical equipment and staff.

How To Apply

- Please send a cover letter and resume to Annie Kao at anniekao@bu.edu
- any questions can also be directed to anniekao@bu.edu

Important Dates

First Design Meeting	May 24, 2023
Design Meeting 2	June 7, 2023
Design Meeting 3	June 21, 2023
Scenic, Costumes Preliminary Designs Due	July 6, 2023
Scenic, Costumes Preliminary Cost Out Due	July 13, 2023
Scenic, Costumes Final Designs Due	July 20, 2023
Final Cost Out Due	July 27, 2023
Paint Elevations/Renderings due	August 10, 2023
Build Plans due	August 17, 2023
Preliminary Props List Due	August 17, 2023
Build Materials Ordered	August 21, 2023



Build Begins	August 28, 2023
Rehearsal Props Pulled	September 1, 2023
SM Prep Week Begins	September 5, 2023
First Production Meeting	September 6, 2023
Youth & Ancestor Rehearsal Week	September 12, 2023
Final Lighting & Sound Plot Due	September 14, 2023
FIRST REHEARSAL	September 19, 2023
Lighting Prep Week	September 18, 2023
Lighting Hang Begins	September 25, 2023
Final Props List Due	September 26, 2023
Set Complete	September 29, 2023
Sound Load In	September 29, 2023
Band Load In & Sitzprobe	October 1, 2023
Focus Begins	October 2, 2023
Tech Begins	October 6, 2023
Opening Night	October 14, 2023
Closing Night	November 19, 2023
Strike Begins	November 27, 2023

Estimated Hours

Pre-production

5-10hrs/week, 7/6-8/28, 7 weeks total, ~50 hours

Build

40 hrs/week, 8/28-9/29, 5 weeks total, 200 hours

Notes During Tech

20 hrs/week, 9/29-10/14, 2 weeks total, 40 hours

Notes During Run

2hrs/week, 10/14-11/19, 5 weeks total, 10 hours

Strike

24 hours total, week of 11/27



Total Estimated Hours = 300

Core Responsibilities

- Cost out the scenic designs and suggest alterations to the design to stay within the show's budget.
- Draft build plans
- Create a build schedule
- Assists in recruiting, training, and assigning carpentry and paint staff for individual shows, including orienting them on safety, technical characteristics, and other areas of facility operations.
- Administration of scene shop resources and supplies and ensure the scenic elements stay within the show budget
- Ensure proper functioning, safety, and maintenance of technical equipment
- Ensure the safety of the technical team and staff
- Attend Design, Production Meetings, and technical rehearsals as needed
- Participate in construction, load-in, and strike of scenery
- Work on rigging and automation projects as needed
- Additional duties as assigned/needed

Minimum Requirements

- 4 years of technical directing experience or a degree in technical production
- Physical demands:
 - Lifting/Carrying 50lbs or more
 - Work on heights (ladders, catwalks, scissor lifts, and other elevation devices)
- Valid driver's license
- Ability to teach and work with staff and crew of varying experience and skills
- Ability to create, read, and interpret technical drawings
- Drafting program/software knowledge
- Basic knowledge of lighting and sound equipment
- Proficiency in theatrical construction techniques
- Proficiency in construction equipment and tools
- Knowledge of standard and safe rigging practices
- Knowledge of safety equipment and products
- Knowledge of secure handling and disposal of hazardous materials
- Ability to work in group/team settings
- Effective organization and time management skills