



## **Job Description: Assistant Technical Director**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

The Assistant Technical Director is responsible for managing technical solutions, creating technical specifications and developing safe and cost effective construction methods based on design concepts and visual information. This is a hands-on position related to design, engineering, layout, wood/metal fabrication and general construction. An Assistant Technical Director must be willing to travel as required by project. This position reports to the Technical Director and Director of Scenic Production.

### **Key Responsibilities:**

- Create technical drawings for shop build based on designer drawings, layouts, and other visual aids
- Draft detailed assembly/installation drawings for use by the production during load in
- Research and order materials and hardware required to execute the construction of designed units
- Actively communicate with construction team to maintain efficient shop production schedules
- Work closely with department heads and subcontractors to meet both budgetary and scheduling goals
- Communicate with the client and shop supervisory staff during the design and construction phases of the project

### **Qualifications:**

- Minimum BA or BFA. MFA in Technical Production preferred
- Solid industry experience in technical theater and/or scenic fabrication
- Proficiency with Vectorworks, EnRoute, Illustrator, and MS Office
- Must have outstanding relationship skills and have a team oriented and collaborative work ethic

CommuniLux Production's provides a creative, collaborative and professional atmosphere working on a wide variety of projects working with a very diverse group of craftspeople/artisans, clients and vendors. We offer a competitive salary along with a full benefits package.

*CommuniLux Productions is an equal opportunity employer and does not discriminate against any person, employee or job applicant because of race, color, religion, sex, age, national origin, marital status, sexual orientation, political belief or disability.*