

**POSITION DESCRIPTION:
TECH DIRECTOR**

December, 2022

Marin Shakespeare Company (MSC) is an award-winning organization located just north of San Francisco in San Rafael, California, the county seat of Marin County, traditional home of the Coast Miwok. On Stage, we produce two or three plays each summer at the Forest Meadows Amphitheatre on the campus of Dominican University in San Rafael; are home to the Returned Citizens Theatre Troupe, and are close to completion of a brand-new state-of-the-art Center for Performing Arts, Education, and Social Justice with an indoor 165-seat theatre, Lobby/Cabaret space, classrooms, costume/prop/scenic storage, and administrative offices. We are committed to Social Justice and have an extensive program in California State Prisons and for system-impacted youth.

We are seeking a full-time Tech Director to oversee technical production for both our summer outdoor season at the Forest Meadows Amphitheatre and year-round indoor venues. The ideal candidate will have experience in set building, lighting, theatrical sound, and projections. The ideal candidate will have excellent people skills, and will oversee the technical production staff as a key member of the production management team. The candidate must have a commitment to creating a safe and inclusive work environment. We seek someone who will fall in love with our venues and be excited about maintaining and improving them, and creating great art in them.

JOB DUTIES & REQUIREMENTS

The Technical Director will oversee all technical aspects of production; oversee and coordinate technical staff; oversee, maintain, and improve facilities; and help support technology for the Theatre and Theatre staff.

The Technical Director will act as a key member of the Theatre's full-time staff, attending staff meetings, and contributing to organizational growth. The Technical Director will help carry out the Theatre's Racial Equity Action Plan, and participate in ongoing efforts to support diversity, equity, inclusion, and justice.

Specific Duties will include, but not be limited to:

- Hiring, training, and supervising technical staff, including set construction, lighting design, sound design, properties design, scenic artists and painters, costume design, and projections.
- Coordinating with Production Managers, Directors, Designers, and Stage Managers.
- Attending production meetings, and help ensure production schedules are met on time.
- Participating in creating and carrying out production budgets.
- Enforcing safety, OSHA, and ADA compliance in all aspects of production.
- Maintaining inventories and other records for technical equipment, tools, and

supplies.

- Supervising equipment and spaces for events such as rentals.
- Maintaining the set shops, theatres, rehearsal spaces, lobby, green room, and dressing rooms.
- Problem-solve and respond to emergencies requiring technical expertise.

Physical Requirements:

- Performance spaces, some offices, and restrooms are accessible to wheelchair users.
- Offices are shared with other staff.
- Ability to climb and descend stairs and ladders and work at heights.
- Ability to work in low-light environments
- Ability to lift and carry objects weighing up to 50 pounds.

EXPERIENCE AND QUALIFICATIONS

Experience working in both indoor and outdoor theatres is a plus. We encourage both candidates with formal training, and those with life experience.

COMPENSATION AND BENEFITS

This is a full-time exempt position with an annual salary of \$64,480. MSC offers health insurance for full-time employees and a generous vacation policy. MSC may be able to offer temporary housing assistance to a candidate joining us from outside the Bay Area. Anticipated start date: May, 2023.

GENERAL INFORMATION

Marin Shakespeare has a small administrative staff: founding Managing Director Lesley Currier, Education Director Elana Kepner, Marketing and Communications Director Abbey Campbell, Shakespeare for Social Justice Manager Alejandra Wahl, and Artistic Producer of the Summer Season Jon Tracy. We hire more than 100 part-time and seasonal employees, including Actors, Designers, and Theatre Technicians. We operate under a Letter of Agreement contract referenced to the LORT. Ours is a friendly, flexible, creative work environment.

Marin Shakespeare Company is committed to anti-racism in all of our work, and to being an inclusive and just organization. We encourage applicants to see the Accountability section of our website.

APPLICATION:

Email cover letter and resume as soon as possible to:

Lesley Schisgall Currier, Managing Director
Marin Shakespeare Company
P. O. Box 4053

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email: lesley@marinshakespeare.org
www.marinShakespeare.org

Marin Shakespeare Company is an Equal Opportunity Employer.