

**Position Description**  
**Assistant Technical Director**  
**Full-Time/Seasonal/Non-Exempt position**

**The Opportunity**

Cal Shakes is hiring an Assistant Technical Director (ATD), a valuable member of a creative and dynamic Production Department. The ATD primary responsibility is to assist the Technical Director (TD) in all aspects of planning and executing scenery for company productions. This is an exacting and rewarding position. We are looking for a person who likes to work outdoors, a team collaborator that aspires to be a part of the creation of great theater.

**The Organization**

Cal Shakes is an award-winning, nationally recognized regional theater, with offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

**Our Mission**

Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

**Qualifications**

You are an ideal candidate if you:

- Share with us a respect for diverse backgrounds and voices and a commitment to inclusion and equity
- Enjoy working in a diverse, creative, collaborative and fast-paced environment
- Have a minimum of three years' experience working in a professional theatrical scene shop, including supervisory experience, or possess a college-level technical scenic degree
- Have strong written and verbal communication skills
- Have command of a variety of scenic construction and installation techniques
- Have strong team building and management skills
- Have the ability to stay calm in high pressure situations, and work well with a variety of people from different backgrounds
- Are proficient in AutoCAD, Vectorworks, and Lightwright
- Have a valid driver's license
- Are comfortable driving a 24' truck
- Are able to lift 50 pounds
- Are comfortable working at heights
- Previous outdoor theater experience preferred

**Essential Duties and Responsibilities:**

- Assist the Technical Director in all aspects of budgeting, creating technical drawings, ordering materials, managing labor, planning and executing the build, install and strike of all productions.
- Assist in the hiring, training and supervising of scene shop personnel.
- Facilitating a safe environment for all employees and audience members in accordance with fire code, OSHA, union rules, company policy, etc.
- Maintaining and improving physical spaces used by production personnel.

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

- Maintaining tools and equipment used in the fabrication of scenery and props.

Other tasks as assigned.

**Special Environmental Factors:**

- Theater is open-air with extended standing and walking on uneven surfaces.
- Work at the theater includes exposure to sunlight and hot weather for extended periods of time.
- Variable schedule, requires evening and weekend hours during load-ins and technical rehearsals.
- Some local travel between the scene shop in Berkeley and the theater in Orinda.

**This position will be open until filled.**

**The duration of the contract is April 10– August 13. Possible flexible start and end dates.**

**Supervision:** The Assistant Technical Director reports to the Technical Director.

**This is a Full-Time/Seasonal/Non-Exempt position. The hourly rate is \$18-22 based on experience.**

**Please submit cover letter and résumé to:**

**Jamila Cobham**

**Production Manager**

California Shakespeare Theater

701 Heinz Avenue

Berkeley, CA 94710

**Or email [jacobham@calshakes.org](mailto:jcobham@calshakes.org) (with “Assistant Technical Director Search” in the subject header)**