

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Title:
Assistant Technical Director
Full-time, Non-Exempt

Position Overview

The position of Assistant Technical Director (ATD) is a full-time, year-round position responsible for assisting the Technical Director (TD) in the planning and execution of scenery for the Cal Shakes Scene Shop. This position will also serve as a Project Lead and a Master Carpenter depending on the production schedule and the requirements of each project.

About Cal Shakes

Description: 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 strives for an inclusive work environment and works to actively embrace 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.

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.

Equity, Diversity, and Inclusion (EDI) Statement: At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Essential Duties and Responsibilities

Assist the Technical Director

- Assist with technical design and budgeting.
- Complete technical drawings under the guidance of the TD.
- Work closely with the Shop Supervisor and Paint Charge to provide all relevant show specific information and answer questions throughout build, load-in, tech, and strike.
- Attend production meetings and technical rehearsals in coordination with the TD.
- Provide hands on support throughout build, load-in, tech, and strike.
- Assist with financial tracking of show specific expenses.

Serve as a Project Lead

- Serve as the primary contact for project specific communication.
- Serve as the representative of Cal Shakes and our culture.
- Complete technical design and budgeting.
- Complete technical drawings.



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- Work closely with the Shop Supervisor and Paint Charge to provide all relevant show specific information and answer questions throughout build, load-in, tech, and strike.
- Attend production meetings and technical rehearsals.
- Provide hands on support throughout build, load-in, tech, and strike.
- Manage the project budget, which includes completing budget projections as necessary to ensure that the project stays on budget.
- Keep the TD informed on progress, safety concerns, budgetary concerns, and work place environment/culture.
- In coordination with the Shop Supervisor, maintain a quality of work that aligns with Cal Shakes standards.

Serve as a Master Carpenter

- Construct scenery using a variety of techniques and materials.
- Take the lead on complex scenic elements.
- Maintain a quality of work that aligns with Cal Shakes standards.
- Supervise and train carpenters.
- Supervise truck pack and scenery transportation.

Additional Responsibilities

- Foster a work environment that aligns with the Cal Shakes culture and mission.
- Maintain and improve physical spaces used by production personnel.
- Facilitate a safe environment for all employees and audience members in accordance with fire code, OSHA, union rules, and company policy.
- Complete other tasks as assigned.

Special Environmental Factors

- The Bruns amphitheater is open-air and requires extended standing and walking on uneven surfaces.
- Work at the Bruns 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 is required between the scene shop in Berkeley, the Bruns in Orinda, and theaters throughout the Bay Area.

Qualifications:

You are an ideal candidate if you:

- Have experience drafting with AutoCAD
- Skilled in carpentry, metal fabrication, and rigging.
- Have experience in scenery construction, general construction, metal fabrication, or a related field.
- Have experience in technical design, engineering, or a related field.
- Have a demonstrated capacity for working with a variety of materials.
- Have a demonstrated ability to problem solve.
- Proficient in the safe use of power tools.
- Proficient in Microsoft office.
- Enjoy working in a creative, collaborative, fast-paced atmosphere and contribute to the creation of a positive work environment.
- Share a respect for diverse backgrounds and voices and a commitment to inclusion and equity.
- Experience driving with trailers and 24' trucks.



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Supervision

Reports to the Technical Director

Compensation

This is a full-time, year-round non-exempt position. The salary will start between \$20 - \$21/hour. This position qualifies for Benefits after a probationary period. Benefits include Health, vision, dental, sick days, holidays, and vacation.

This position will be open until filled.

Please submit cover letter and résumé to:

Steven Schmidt

Technical Director

California Shakespeare Theater

701 Heinz Avenue

Berkeley, CA 94710

Or email sschmidt@calshakes.org (with "ATD Search" in the subject header)



701 Heinz Avenue, Berkeley CA 94710
www.calshakes.org