



The White Plains Performing Art Center, a 410 seat professional regional theatre located approximately 30 miles north of NYC is currently looking to fill the full-time position of Technical Director*. The venue is a 35-minute train ride from NYC and walking distance from Metro North.

**We will also consider applicants for summer work only.*

Duties include:

-Primarily operates, maintains and safeguards the technical assets of the theatre, including supervising the use of lighting, sound and communications equipment as well as the use and maintenance of the stage facilities for theatre, dance, music, and other productions or projects and assists guest designers and artists with technical questions and assorted facility matters.

-Collaborate with designers to have designs developed/ approved on schedule; vet the designs for budget, feasibility, and safety; translate designs (elevations) into working drawings for construction when needed.

-Plan detailed production schedules in coordination with the management team.

-Hire/lead over-hire staff and crews and manages relationships with any outside shops & vendors.

-Preps and supervises builds engineers and drafts as needed; schedules and hires labor; plans and orders materials and supplies. Most shows will also be shopped out.

-Coordinates build and load-ins so that rehearsals can safely move on set as scheduled and technical rehearsals can be fully productive

-Provides coordination and support to other production staff for lighting, sound, projections, costume and prop needs, specialty rigging, etc.

-Controls costs for labor and materials to stay within the approved budget, provide timely reports of all expenditures, hires, and employee hours to the appropriate staff members

About You:

-You build positive, collaborative relationships with crew members, over hire staff, and designers, as well as with institutional co-workers

-You have extensive and varied experience in scenic construction and installation, with demonstrable leadership experience

-You are comfortable supervising/doing carpentry/rigging and are highly skilled in AutoCAD/Vectorworks

-You have strong planning, organizational, communication, teaching and management skills as well as knowledge of tools and techniques for construction and basic engineering

-You have an appreciation of and ability to support the creative needs and ambitions of the theatre's artists while keeping work on schedule, within budget, and on plan

The preferred candidate would also have:

Three or more seasons in a job with similar levels of responsibility

Production management experience is a plus.

This position is exempt from overtime and salary is commensurate with experience. Benefits include employer paid medical and vacation.

Please email resume and cover letter to barbara@wppac.com for consideration.