



**Position Title:** Technical Director

**Reports to:** Director of Production

**Coordinates with:** Production Manager, Operations Manager, Advancement Manager, Guest Services Manager, Education Manager

**Direct Reports:** Department Supervisors, Overhire technicians.

**Status:** Full Time, Salaried Exempt

**Salary:** \$47,000-\$49,000 commensurate with experience

**Benefits:** Health/Dental, Free Parking, Unlimited PTO policy and paid holidays.

**Purpose of the Job:**

The Technical Director plans and manages the production of all scenery and provides technical coordination of costuming, props, lights, and sound; supports the Director of Production in producing work that is exceptional in quality; takes a leadership role to help create and support a working and producing environment that is artistically rewarding, welcoming to artists and employees of diverse backgrounds, efficient and safe.

**About Park Square Theatre:**

Our mission is to bring generations together through stories and experiences that touch the heart, engage the mind, and uplift the spirit. Our purpose is to uplift audiences and artists through exceptional live performances, cultural experiences, and educational programs that foster connection, empathy, and inclusion. We envision a thriving artistic hub in downtown Saint Paul where people of all ages and identities feel welcomed, engaged, and celebrated.

*PST encourages applications from qualified candidates of historically marginalized people, including Black, Indigenous, Asian, and Latinx persons, persons with disabilities, persons from across the spectrum of sexual orientation and gender identity, and those with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and working to remove barriers in employment policies.*

**Primary Responsibilities:**

- Work alongside Artistic and Production staff to plan and budget each season's productions and assist with production scheduling.
- Collaborate with Artistic Teams for each production to develop designs and processes that are creative, feasible, and safe.
- Prepare for builds: engineer and draft scenery elements; schedule, hire, and train labor; order materials and supplies; manage production budget of scenic elements and labor.
- Schedule and supervise shop labor in coordination with the Shop Supervisor.

- Coordinate builds and load-ins so rehearsals can safely move onto sets as scheduled and scenic and technical elements are completed for public performances.
- Coordinate with other members of the Production Department to facilitate safe and effective technical rehearsals.
- Assure the highest safety standards for all direct reports and theatre staff and visitors in accordance with OSHA, fire inspection, and workers compensation standards. Maintain safety equipment in production spaces.
- Maintain production equipment and stock, help facilitate repairs and schedule outside vendor maintenance.
- Assist with approval and tracking of hourly labor, and processing of weekly and bi-weekly payroll.
- Maintain organized records of receipts, purchases, and other budget tracking across the season.
- Coordinate with Director of Production and Production Manager to cover appropriate staff and production meetings; technical and dress rehearsals; previews and initial performances.

**Secondary responsibilities:**

- Coordinate with the Director of Production on the logistics of rental events using theatre spaces.
- Coordinate with the Director of Production to plan and undertake facility or equipment maintenance and upgrades.
- Attend and participate in departmental, agency, and external meetings, trainings, committees, and events as required.
- Be a representative of the Theatre and build positive relationships on its behalf within the professional community and others as appropriate.
- Maintain communication with the education department to facilitate the sharing of production spaces as class spaces.

**Required Qualifications:**

- A degree in technical theatre, or equivalent experience.
- Two years of Technical Director experience, or equivalent.
- A thorough knowledge of theatrical carpentry, welding, and rigging, and best practices for scenery construction.
- An understanding of theatrical lighting, sound and video systems.
- Experience drafting in a CAD program and creating shop drawings (VectorWorks preferred).
- Proficiency with G Suite applications.
- Experience hiring and managing a team.
- Personal planning and communication skills to support both complex processes and working with fellow staff and artists.
- The ability to keep an organized work schedule that will include some evenings and weekends as needed.
- Possession of a current drivers license.

- Able to pass a background check to work with youth.

**Working conditions:**

- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Must be able to do considerable physical work.
- Must be able to work standing, sitting, kneeling, lying down and in tight spaces.
- Must be able to do work on ladders or at heights.
- Must be able to work in low light.
- Must be able to do heavy lifting, pushing or pulling, of objects up to 70lbs.
- Must be able to work flexible hours.

**Additional Preferred Skills:**

- Knowledge of pneumatics and hydraulics.
- Skill in the maintenance of hand and power tools, electronics, and theatrical lighting and sound equipment.
- Any understanding or knowledge of HVAC, plumbing, or general facility maintenance.

Please send a resume, cover letter, and three references to Austin Stiers, Director of Production ([stiers@parksquaretheatre.org](mailto:stiers@parksquaretheatre.org)) on or before Feb 28, 2025.