



Flat Rock Playhouse, the State Theatre of North Carolina, enriches lives through the art of theatre by nurturing talent, inspiring creativity, and encouraging growth.

Founded in 1952 as the Vagabond School of the Drama by the Vagabond Players, this mission builds on the Vagabond legacy of excellence in production, education, life-long learning, and a unique family bond that extends to its community of patrons, supporters, and partners – the Vagabond family spirit.

Flat Rock Playhouse is a 501(c) (3) non-profit charitable organization.

JOB DESCRIPTION - Assistant Technical Director

Pay Type: Salaried (Full Time)

Salary Range \$45,000 - \$50,000

Status: Exempt

Hours: 40 hours minimum expected.

Department: Scenery

Reports to (Position): Technical Director

SUMMARY:

The Assistant Technical Director is in charge of overseeing and managing the carpenters on the shop floor. They are in charge of quality control, meeting the construction deadlines set by the Technical Director, relaying maintenance and repairs in the shop to the Technical Director, and maintaining the shop tools in the scene shop. The Assistant Technical Director must work with and communicate closely to the Technical Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identify and prioritize maintenance and repair (M&R) and tool needs, and recombined tool equipment purchasing choices for the FRP scene shop and stages
- With FRP TD, coordinate tool, shop, and stage M&R purchasing
- Delegate shop/stage/tool M&R tasks; supervise and implement (if applicable) the execution of M&R tasks
- Insure that all shop tools are returned at the end of each work day
- In conjunction with the production staff, instruct and ensure compliance with, all known health and safety guidelines associated with the use of theatrical materials and equipment
- Read and interpret shop drawings
- Under the direction of FRP TD, supervise construction of scenery and trial setups, transportation of scenery to paint area and theaters; packing of toolboxes for load-ins, installation of scenery, and the completion of notes from technical rehearsals
- Develop cut lists and use a variety of tools, processes, and materials (as listed below) in completing assigned projects
- Employ the following materials: dimensional and engineered lumber, sheet materials, structural steel and pipe, aluminum stock and extrusions, scenic fabric, millwork, miscellaneous fasteners, theatrical hardware, rigging hardware, and plastics
- Employ the following tools and equipment: measuring and layout tools, portable and stationary woodworking tools, metalworking tools, welding equipment, rigging tools, machining tools, and cabinetry tools
- Participate in the installation of scenery and strike and disposal of scenery as assigned by FRP TD
- Participate in all load-ins and strikes
- Commitment to the training and professional development of entry level theatre artists.
- Complete required parking shifts during show runs along with other staff as assigned by production management
- Perform other related duties as assigned by Technical Director

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

Flat Rock Playhouse strives to create a diverse and inclusive environment. All candidates will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. Candidates should demonstrate empathy, flexibility, and a strong commitment to building diverse teams. BIPOC and LGBTQIA+ individuals are encouraged to apply.

To apply, please send Resume, Cover Letter and References to adam@flatrockplayhouse.org.