

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

JOB POSTING

Asst. / Assoc. Technical Director
Full-time, Non-Exempt, Year round

Position Overview

Cal Shakes is seeking an Assistant or Associate Technical Director to join a fast growing non-profit scene shop in the Bay Area. Cal Shakes constructs scenery for several prominent Bay Area theaters. This is a full-time, year round position with benefits and is responsible for providing technical design, budgeting, drafting, and project communication.

About Cal Shakes

Description: Launched in 1974, Cal Shakes is a major Bay Area theater that has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage. 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..

Compensation

This is a full-time, non-exempt, year-round position with benefits. Cal Shakes is seeking to hire one position at either the assistant or associate level, based on experience. An asst. TD would be expected to have some of the duties/responsibilities/qualifications listed below and to grow into the position. An assoc. TD would be expected to have most of the duties/responsibilities/qualifications listed below. The salary range for the Asst. TD is \$27 - \$28/hour. The salary range for the Assoc. TD is \$29 - \$30/hour.

Benefits include health insurance (base plan 100% covered by Cal Shakes), dental and vision insurance (employee contributes), life insurance (100% covered by Cal Shakes), 2 weeks (10 days) vacation, 2 personal days, and 10 paid staff holidays. Cal Shakes is a fully vaccinated workplace. Full vaccination is required of all employees with exemptions made for sincerely held religious beliefs and medical exemptions.

Essential Duties and Responsibilities

- Maintain clear communication with the TD, shop supervisor, scenic charge, designers, and production managers.
- Create detailed budgets, which accurately calculate material quantities and labor estimates.



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- Determine technical solutions to achieve designs in an efficient and safe manner.
- Provide detailed, clear, and accurate build drawings and modify as requested by TD or shop supervisor.
- Schedule/attend meetings as needed. Take and disseminate notes from meetings.
- Work closely with the shop supervisor and scenic charge to provide all relevant show specific information and answer questions throughout build, load-in, tech, and strike.
- Provide hands-on support throughout build, load-in, tech, and strike.
- In coordination with the shop supervisor, assoc. TD, and TD, supervise load-ins and strikes.
- Manage project budgets, including budget projections as needed to ensure the project stays on budget.
- Keep the TD informed on progress, safety concerns, and budgetary concerns.
- Maintain a quality of work and an environment that aligns with Cal Shakes standards and culture.
- Facilitate a safe environment for all employees.
- Provide administrative and financial tracking support.

Special Environmental Factors

- The Bruns amphitheater is open-air and requires extended work on uneven surfaces, exposure to sunlight and hot/cold weather.
- Variable schedule, requires evening and weekend hours during load-ins and technical rehearsals.
- Some local travel is required between our scene shop and theaters throughout the Bay Area.

Qualifications:

- Have experience drafting with AutoCAD or similar CAD programs.
- Are 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 experience working with a variety of materials.
- Have a demonstrated ability to problem solve.
- Are 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.
- Have a valid driver's license
- Experience driving trailers and trucks up to 26' is preferred

Supervision: reports to the Technical Director

Apply by **April 2, 2023**. Applications submitted after this date will be considered until the position is filled.

Please submit cover letter and résumé via email to:

Steven Schmidt
Technical Director

sschmidt@calshakes.org (with "Asst. or Assoc. TD Search" in the subject header)

