

Job Title: Assistant Technical Director (ATD)
Reports to: Technical Director
Status: Exempt, Full Time, Regular
Works With: Production & Artistic Department
Education, Marketing, and Development for Special Events

Job Summary: The Assistant Technical Director (ATD) is a key member of the Production Department. The ATD reports directly to the Technical Director (TD) and assists with overseeing the technical aspects of all productions and events at LOKC.

Accomplish the objectives of the Lyric Opera of Kansas City and the Production Department:

- Creating paperwork for Load-ins and builds. This includes groundplans, sections, scenic build drawings, rigging points, and other technical drawings as needed.
- Assist and advise on all technical production needs for all productions, including Education programming. This includes incoming rentals, new scenic builds and outgoing rentals.
- Assist and support all technical departments: Scenery, Props, Lighting, Sound and Video.
- Assist with the creative teams on their artistic needs for each production as needed.
- Assist with all shipping needs for shows coming and going from LOKC
- Under supervision of the TD, supervise IATSE crew in theatre, warehouse shop and rehearsal room paying attention to safe practices and the IATSE contract.
- Assist with show planning, scheduling, installation and running of all shows at LOKC.
- Work with TD on maintenance of the Production Arts Center, including maintaining scene shop equipment and supplies.
- Working with Marketing & Development on special events
- Provide support and advise on all safety matters, equipment purchases, and other technical elements.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of this position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Essential Functions

Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

- Ability to collaborate with Staff, professional colleagues, and supporters.
- Excellent written and verbal communication skills.
- Self-motivated and detail oriented.
- Strong organizational and problem-solving skills.
- Proficiency in Microsoft Office (including: Word, Excel, Powerpoint, Outlook).
- Proficiency in Vectorworks or AutoCAD.

Work Environment and Physical Demands: This position operates in a professional office, theatre and scene shop environment. The ATD will be in a professional scene shop around power tools, sitting at a desk and working onstage for long periods of time. It will require use of standard office equipment such as computers, phones, photocopiers, filing cabinets but also standard theatrical tools, power tools and hardware. This work will require the ability to move around and supervise crews. As ATD you must be able to lift construction materials, twist, turn, bend, reach and work overhead. This position must have a valid Driver's license.

Position Type and Expected Hours of Work: This is an exempt, full-time regular position. Non-production days and hours are Monday thru Friday, 9a-5p, with occasional 8a call times with IATSE crew. While in production, evenings and weekends are required. Work requires attendance at load-ins, rehearsals, performances, and other Company events.

Required Education and Experience:

- Bachelor's degree in Technical Theater or closely related field. MFA preferred.
- At least 3 years of experience working in theatrical production field assisting designers and managing crews.
- Ability to collaborate with staff, professional colleagues, Union crew members, and supporters.

Performance Measures:

The following are key items that will be utilized to evaluate performance of the work and will become part of this position's annual performance evaluation document:

- Meeting deadlines in creating paperwork for load-in and scenic builds.
- Successful scheduling of shipping needs.
- Core Competencies as listed above.