



425 Lafayette Street
New York, NY 10003

Assistant Technical Director

The Public Theater seeks a skilled and enthusiastic Assistant Technical Director to join a tight knit, dynamic team. The Assistant Technical Director will report to the Technical Director and will work closely with other department staff to coordinate the scheduling, budgeting, and construction for multiple shows in 6 theaters. They will work directly with designers, directors, and the rest of the production department to ensure all scenery meets the needs of the design as well as the budget in a safe and efficient manner.

We expect everyone on our team to have a positive attitude, a willingness to learn, and an ability to take direction. The environment we work in is always changing, so we need you to be adaptable and able to stay calm under pressure. Reliability, integrity, and strong communication skills are required.

The below list has been curated based on what has made our ATDs successful in the past. However, we are open to alternative experience and backgrounds, so if you don't meet all the listed requirements but would like to discuss the unique value you could bring to the position, please apply.

Essential Duties and responsibilities:

- Generate working drawings for scenic elements and room configurations
- Calculate, design, and execute weight bearing methods for scenery build and install
- Design and execute safe configuration and rigging for all moving and rigged set pieces
- Ensure safe and conscientious working conditions and environments
- Generate and maintain scenery budgets
- Supervise show builds and load-ins
- Develop and manage work schedules for the scenery department
- Train freelance crew as necessary
- Promote a collaborative, inclusive, and respectful working environment
- Work some late nights and weekends

Requirements:

- 2+ years of theater experience managing people and running crews
- Experience in creating, working with, and maintaining budgets
- Comprehensive knowledge of scenery technologies, processes, and equipment
- Proficient in technical theater construction, rigging, and safety
- Experience with automation preferred.
- Proficient in AutoCAD – knowledge of Vector Works a plus
- Proficient in common computer skills including Excel, Word, and Acrobat
- Calm demeanor and strong interpersonal skills
- Proven ability to problem solve and take initiative
- Strong organization, communication, and multi-tasking skills
- Ability to work under pressure in a fast-paced environment overseeing multiple projects at once.

Salary starting at \$65,000

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

To apply, please visit [this link](#) to fill out our survey and submit your resume.