



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Assistant Technical Director
Job Class: Temp/Seasonal
Department: Theatre & Dance
Reports to: Patrick Stone, Summer Theatre Technical Director
FLSA status: Temporary/exempt/full time
Start date: May 6, 2020 to July 19, 2020
Salary: \$5,000 stipend

To learn more about our Theatre and Dance program programs, please visit <https://www.otterbein.edu/theatre-dance/>

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

Note that the position will be open until filled, but candidates who apply before March 1, 2020 will have the best opportunity for consideration.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/Careers>

SUMMARY: Otterbein Summer Theatre has been an important regional arts destination in Central Ohio since 1967. Our exciting 3-production season attracts an audience eager to enjoy live theatre and make it a part of their lives. Otterbein Summer Theatre (OST) provides unique educational opportunities for our undergraduate theatre students to work with and learn from professional actors, directors, designers, and technicians in a summer stock setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. To participate in the necessary work with the Producer, Director, and other members of the production team to assure a successful production.
2. To attend all production meetings as determined necessary by the Technical Director
3. To actively participate in representation and publicity for Otterbein Summer Theatre.
4. To be prompt, with a positive attitude, at all work calls, rehearsals and performances.
5. To supervise the scene shop according to a predetermined schedule.
6. To assist TD in developing a “build schedule” and determining specific goals for each “building session.”
7. To assist TD in developing a “plan of action” for each set/scenic element through drawings, instructions and notes
8. To assist TD with the planning and material gathering for each set and scenic element
9. To perform specific carpentry, metalworking (MIG), and rigging functions, when needed.
10. To supervise and assist in the “load-in” process.

11. To help organize and supervise all post-production strikes (including the Post-season strike and Restore Session)
12. To assist with scenic construction for additional Otterbein-related productions within the contract dates.
13. To assist with scene shop improvements within the contract dates.
14. To perform other, production-specific duties (light hanging and focusing, prop collection or construction, scene painting etc.) as requested by the Technical Director.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Assistant Technical Director reports directly to the Otterbein Summer Theatre Technical Director in all matters. This position requires a variable schedule, including some nights and weekends. The candidate must be able to lift 50lbs, climb ladders, and work in high places. The candidate must have a valid drivers license and be able to pass a campus certification test to drive university vehicles.

EDUCATION and/or EXPERIENCE: BA, BFA, or professional equivalents is required.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Drivers License be able to pass a campus certification test to drive university vehicles.

LANGUAGE SKILLS: Must demonstrate professional level oral and written communications skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: The candidate must have strong skills with theatrical/temporary scenery construction methods and styles, scenic and decorative finishes; strong skills in carpentry, metalwork, etc.; experience with scenic construction techniques; experience with counter-weight rigging systems. Familiarity with computer drafting (AutoCAD) is a plus.

REASONING ABILITY: Excellent organizational and interpersonal skills are required along with attention to detail and a goal-oriented work ethic.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 50 pounds and occasionally push and/or pull up to 50 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled scenic studio and theater.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130