

**JOB DESCRIPTION**  
**WYO THEATER, INC.**  
**Sheridan, WY**

**JOB TITLE:** Technical Director, WYO Theater

**DATE:** July 2017

**REPORTS TO:** Executive Director

**SUPERVISES:** Technical assistant(s), event production crew, production interns, maintenance and janitorial staff

**JOB SUMMARY:**

The Technical Director has the responsibility for the technical operations of the WYO Theater, adjoining Mars Theater and other facilities, including lighting and sound systems, and overseeing and coordinating necessary building maintenance. The Technical Director works with a great deal of independence and exercises independent judgment in performing a wide variety of duties. Because of the irregular operating hours, close supervision is not expected.

The WYO Theater is a 483 seat remodeled Vaudeville space which contracts to bring in traveling shows, provides a venue for local theater and other events. The Mars "black box" theater adjoins the WYO and is a smaller very flexible "open" space. Through a partnership with Sheridan College, it is used as an educational as well as performance space during the school year with events also scheduled by the WYO as needed. The Technical Director must be able to work closely and cooperatively with College theater personnel and as well as others in the community.

**JOB DUTIES AND RESPONSIBILITIES:**

- Operates, maintains and safeguards the technical assets of the WYO and Mars Theaters, including operating and supervising the use of lighting, sound, communications equipment, rigging equipment and the use and maintenance of stage facilities of both the WYO Theater and Mars Theater.
- Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates.
- Schedules sound check and other necessary checks before the presentation of a guest or local performance.
- Designs, sets up, maintains, and operates lighting and sound systems for theater, dance, music, and other productions and projects; assists guest designers and arts with technical matters.
- Advises production managers, lighting and sound designers, on the technical specifications, costs and usage of technical equipment required for the individual show, and supervises the implementations of approved technical designs.
- Assists in recruiting, training and assignment of volunteer or paid technical staff for individual shows.
- Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Assists with the preparation of production budgets; maintains inventory and orders specialized supplies.

- Attends technical rehearsals in order to supervise and assist in the technical aspects of mounting the show.
- Consults with and makes recommendations to the Executive Director regarding technical aspects of both theaters and their technical capacities and recommends capital purchases of technical equipment and necessary upgrades and/or maintenance.
- Consults on the renovation of the building immediately to the North of the theater which will become part of the larger Performing Arts Center when completed.

**Hours:** 40+ per week; ability to work nights and weekends. Must be able to deal with early mornings, late evenings, and last minute scheduling situations.

**Rate of Pay:** starting at \$35,500 doe

**Benefits:** 2 weeks paid vacation and health care

### **Preferred Candidate Requirements**

The TD may be called upon to deal with a wide range of technical issues, thus, a working knowledge is required of techniques, methods and procedures of theatre, dance, and music productions and presentations including stage, set, sound and lighting design and implementation; stage management; computerized lighting and sound systems; stage carpentry; appropriate safety precautions and procedures.

We seek an individual with the ability to plan, develop, schedule and provide the technical supports required for each event or performance; communicate effectively both orally and in writing; design and construct sets; design lighting and sound systems appropriate to each performance or oversee stage crews and volunteers; perform minor repairs and preventative maintenance on equipment; maintain inventory of necessary supplies; assist in budget preparation; establish and maintain effective working relationships with representatives of various groups, vendors, co-workers, and others; maintain irregular and extended working hours; able to lift, push or pull objects up to 100 pounds using appropriate tools.

MFA/bachelor's degree and/or equivalent experience - minimum 3 years' experience.

**To apply:** Submit a resume including references and cover letter to Erin Butler at [ebutler@wyotheater.com](mailto:ebutler@wyotheater.com)