

JOB DESCRIPTION
WYO THEATER, INC.
Sheridan, WY

JOB TITLE: Assistant Technical Director, WYO Theater

REPORTS TO: Technical Director

SUPERVISES: Per the Technical Director's direction; event production crew and production interns

JOB SUMMARY:

The Assistant Technical Director has the responsibility to assist the Technical Director in maintaining the operations of the WYO Theater and adjoining Mars Theater including lighting, sound and communications systems and overseeing and coordinating necessary building maintenance. The Assistant Technical Director reports directly to the Technical Director and may work with a great deal of independence. Because of the irregular operating hours, close supervision is not expected. Roles assigned will vary greatly depending on event – lighting, sound crew, management, etc.

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 Assistant Technical Director must be able to work closely and cooperatively with College personnel as well as others in the community.

JOB DUTIES AND RESPONSIBILITIES:

- Assist Technical Director with all technical details of WYO Theater events, including loading/unloading, staging requirements, set up, operation and strike of lights, sound, management of stage crew, and any additional production services.
- In absence of Technical Director act as liaison with artist management and coordinate all production details.
- Assist guest artists, WYO Theater production personnel (Gala, Co-Production, et. al.) with rehearsals and performers as needed.
- Depending on requirements for each event, work in assigned role, which might include troubleshooting, running errands, controlling the stage lighting, sound, or counterweight fly rail. For some events, may be only production person working the show.
- Assist in maintenance of WYO stage equipment and supplies, including routine inspections and maintenance, making and/or arranging necessary repairs, stocking and additions.
- Organization and cleaning of all technical and storage areas, as well as stage and backstage.
- Help Technical Director maintain and repair the facility, equipment, machinery, and furnishings of the theater and adjacent buildings which may include painting, carpentry, cleaning, internet and general handyperson projects.
- Maintain inventory of needed parts and supplies
- Periodic inspection of all equipment and machinery as required
- Assist Technical Director and other staff of WYO Theater with other duties as assigned

Preferred Candidate Requirements

- Experience in stage operations and knowledge of staging, rigging, lighting, sound reinforcement and production management.
- Ability to work in any stage production capacity.
- Ability to operate ETC console and various digital sound boards.
- Ability to accomplish simple stage designs and lighting plots.

- Basic knowledge of carpentry, electricity.
- Ability to lift 50 pounds and work comfortably at heights and small spaces.
- Must be willing to climb ladders up to 25'.
- General knowledge of maintenance and repair of facility, plumbing, HVAC and electrical.
- Computer literacy in basic office applications and willingness to learn modern CAD/Entertainment software.
- Ability to respond to emergency situations.
- Ability to keep calm, productive and pleasant in a job that includes numerous projects and responsibilities, tight deadlines, and a creative but sometimes chaotic atmosphere.
- Ability to work well with other members of the staff to meet the needs of users and patrons.

Hours: Part-Time 20+ 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 \$30,000 doe

Benefits: complimentary tickets to WYO Theater events

To apply: Submit a resume including references and cover letter to Erin Butler at ebutler@wyotheater.com.