Assistant Technical Director

The State Theater of Maryland, and a LORT B Theater with deep roots in its home city, BCS is building on a legacy of artistic excellence and inclusion to redefine what a vibrant cultural and civic anchor can be for the post-Covid generation. BCS is committed to being an inclusive workplace, and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.

Compensation: Salary is $53,000 per year plus standard company health benefits and paid time off.

Duties/Responsibilities: Your duties will include the drafting, budgeting, and managing crews with the Technical Director for all productions produced in the Baltimore Center Stage season; track department expenses; help coordinate internal events; and assist with the maintenance of shop and theater facilities. You will be expected to perform your tasks with an awareness of safety regulations and possible hazardous conditions and be a member of the BCS Health and Safety Committee.

- Provide positive leadership, organization, and communication over the entire scene shop with the Technical Director.
- Collaborate with the Technical Director and scene shop staff to solve production challenges.
- Collaborate with the Technical Director to organize, schedule and maintain the function and cleanliness of shop, storage areas, and theatre spaces.
- Assist in producing drawings and paperwork. Develop a complete and thorough understanding of all drawings and paperwork for each production and assist in the dissemination of that information.
- Oversee the safe and effective construction of shop projects, and lead overhire through the process.
- Maintain a clean and safe working environment in the Scene Shop and performance spaces.
- Participate in meetings related to the CenterStage season as assigned.
- Other duties as assigned.

Preferred qualifications:
- Safe operation and knowledge of hand and power tools as well as typical woodshop equipment.
- Excellent organizational skills and the ability to work on projects individually and in a group.
- Knowledge and experience with theatrical rigging.
- Knowledge and experience with MIG welding.
• Knowledge of theatrical steel construction techniques.
• Knowledge of AutoCAD or Vectorworks and experience producing shop construction drawings.”
• Valid Driver’s License.
• Ability to read shop and construction drawings.
• 3-year(s) work experience, preferably in scenic, set, theatre or finished carpentry.
• Must be punctual
• Positive, hardworking attitude.
• Previous Leadership experience.
• Team oriented.
• Solution Oriented.
• Ability to lift and carry 50lbs. multiple times throughout the day.
• Adhere to and uphold safety standards and proper handling of equipment and gear for self and staff.
• Always looking to learn and grow skills.
• Use and maintenance of ShopBot CNC router and VCarve.
• Knowledge of Tool Repair.
• Creative.
• Knowledge of Pneumatic Automation.
• Previous work with Creative Conners Gear and SpikeMark.
• Ability to work on lifts, ladders, catwalks, and grids.
• Flexibility to work weekends and evenings on critical week.

Required Competencies:

• Cultural Competency: An understanding of Antiracism and Anti-Oppression principles and practices, and the ability to interact effectively with people of diverse cultures and socio-economic backgrounds
• Communication: The ability to communicate transparently and effectively across mediums with an emphasis on interpersonal communication
• Relationship Management: Excellent social and collaborative skills with an emphasis on building and maintaining meaningful and reciprocal relationships
• Project Execution: The ability to employ high attention to detail to operational aspects of a project, the ability to manage multiple competing priorities, and the ability to follow through on projects
• Relentless Curiosity: The ability to productively question the status quo and engage in solution-oriented, systems-thinking
• Time Management: The ability to efficiently manage time, effort and decision-making skills across various programs and departmental operations
**Hiring Process:** Send cover letter, resume, and references to productionjobs@centerstage.org, and please put Assistant Technical Director in the subject line. Selected applications will receive interviews. The start date for this position is July 8, 2024

**About Baltimore Center Stage:**
Designated the State Theater of Maryland in 1978, Baltimore Center Stage provides the highest quality theater and programming for youth, families, and all members of our community under the leadership of Managing Director Adam Frank and Artistic Director Stevie Walker-Webb. BCS ignites conversations and imaginations by producing an eclectic season of professional productions across two main stages and an intimate 99-seat theater, and through engaging and inspiring community and education programs. Everything we do at BCS is led by our core values—the lead among them being Access for All.