



Associate Technical Director – Full-Time, Year Round Position

Union Arts Center, home of ACT Contemporary Theatre & Seattle Shakespeare Company, is excited to announce an opening for an Associate Technical Director. Union Arts Center (UAC) has successfully launched our inaugural season, which includes both contemporary and classical works. This is a momentous opportunity to join our newly merged organization within a collaborative and creative work environment. We strive to create an inclusive, welcoming, and meaningful work environment for all.

The Associate Technical Director (ATD) reports to the Technical Director (TD) to provide integral support and assistance with the daily technical operations of the Production Department. The ATD and TD closely collaborate to best utilize their skills to serve the theatre on a production-by-production basis.

ATD responsibilities include drafting, construction and installation of scenery, supervision of the Scenic Carpenter team, coordination of work with the other Working Supervisors (Paint, Props, Stage Ops, and Costumes), and any necessary shop or space related maintenance.

The hourly rate for this full-time, non-exempt position is \$39.00/per hour. The role is a onsite position. This position is eligible for overtime, with aspects of this position dictated by IATSE Collective Bargaining Agreement. UAC provides comprehensive benefits, including access to medical insurance, with UAC paying 92% of monthly deductible for the HMO plan, and dental and vision insurance with employee contribution. Long term and life insurance premiums are fully covered by UAC. We offer 11 paid holidays, access to a 403b plan and \$6 downtown Seattle parking and free tickets to UAC productions. PTO begins at 20 days per year and employees accrue sick time per Seattle Paid Sick and Safe Time (PSST).

Please apply by email your resume and a cover letter outlining your interest in the position and your qualifications at work@unionartscenter.org. If accommodations may be needed for the application process, please contact work@unionartscenter.org.

Roles & Responsibilities include:

- Provide supervision of the Scenic Carpenters, ensuring tasks are completed efficiently and team members have guidance and support
- Set work calls and create schedules for scenic personnel in consultation with TD
- Attend build, design, and production meetings, providing support for other departments as needed, further interdepartmental collaboration and the artistic

process, and to establish guidelines and policies in all areas relating to technical production

- Assist the TD in setting labor and materials budgets for productions
- In absence of TD, oversee the continued operation of the scene shop and coordination with other shops
- Through consultation with Director of Production and TD, determine staffing needs within an established budget, hire and evaluate personnel
- Assist in the construction of scenery and set pieces in accordance with plans provided by designer, including carpentry, welding, work with plastics, fabrics or other materials
- Support the TD in creating alternate means for solving special design problems relating to structure, material, cost, size, weight or artistic objective of set pieces
- Devise solutions for moving scenery, including rigging, winches, elevators and revolves
- Assist in the installation of scenery on stage, including mechanically moving pieces, flown pieces
- Support the maintenance of mechanical and structural aspects of scenery during run of play
- Oversee maintenance of tools, equipment, shops, storage space, and physical improvements in shops, other shop building spaces and storage areas
- Order and maintain inventory of hardware, materials, and supplies
- As time permits, conduct major maintenance of stages, storage spaces, shops, etc.
- Stay informed of industry standards on health and safety practices
- Monitor materials and equipment to ensure a safe working environment
- In partnership with working supervisors, strive to maintain a positive relationship with the union staff and assure compliance with the CBA
- Participate in organization-supported intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging
- Other duties as assigned

Experience & Qualifications:

- 5+ years of professional theatre experience, with comprehensive understanding of theatrical design processes
- 3+ years' experience supervising teams with clear and effective communication and a collaborative leadership approach
- Significant demonstrated experience of carpentry, metalworking, rigging, tools, and theatrical machinery and products
- Advanced demonstrated experience with heavy materials handling and understanding of structural limitations of materials and buildings



- Experience and operating knowledge of pneumatic and hydraulic systems and controls, electric motors, winches, and power transmission
- Ability to interpret and produce working scenic drawings
- Strong ability to work collaboratively as a team member and cross-departmentally
- Demonstrated ability to effectively manage multiple projects simultaneously and set priorities appropriately
- Comfortable with working at height, such as climbing ladders, using personnel lifts and rigging
- Experience with maintaining a productive and solutions-oriented attitude during times of increased work pressure and time constraints
- Familiarity with CAD (Vectorworks preferred) & Microsoft Office Suite
- Experience with Creative Conners gear, setup of system and networks, and programming of Spikemark
- Experience with Programmable Logic Circuits (PLC) preferred
- Flexibility in scheduling may be required based upon production calendar
- Ability to pass a background check conducted under Fair Chance Employment legal standards
- Must possess a valid driver's license and maintain a safe driving record to operate company or rented vehicles

Equal Opportunity Employer

Union Arts Center is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.