

## Assistant Technical Director

The Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking an **Assistant Technical Director (ATD)** to join two other members of Technical Direction staff. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

The Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

ACCA truly believes and lives by its mission statement and its commitment to equity, social justice and inclusion.

The ideal candidate is skilled at drafting scenery in AutoCAD and possesses experience in production scene shops and regional theatre. Preferred qualifications include 3-5 years' management experience as well as experience with automation, pneumatics, Microsoft Excel, rigging, and basic wiring.

DEPARTMENT – Production

DIRECT REPORTING – Technical Director

WORKS CLOSELY WITH – Technical Director, Associate Technical Director, IATSE Scene Shop Crew and Stage Crew, and Production staff

POSITION STATUS & SCHEDULE – Full time exempt; generally 8-9 hour days Monday-Friday; extended hours during tech and load-in; some weekends, evenings and holidays

COMPENSATION – Annual salary commensurate with experience and skill set with a minimum salary of \$40,000. Position also qualifies for an excellent benefits package including health insurance, paid time off package, and matching 401k.

HIRE DATE – preferably June 26 or July 5, 2023

POSITION SUMMARY – The ATD, as part of a 3-person Technical Direction team, will help lead the scene shop in day-to-day activities, predominately focusing on drafting and payroll, along with administrative, maintenance, and preproduction tasks.

GENERAL RESPONSIBILITIES – The ATD will help lead the scene shop crew in conjunction with other Technical Direction staff in the construction and installation of various projects, both within and outside the organization. The ATD will participate in the creation of and notation of construction drawings in AutoCAD, lead crews, attend some technical rehearsals, make and track purchases made for each production, schedule production and scene shop staff, participate in scheduling and payroll, create and execute maintenance schedules for equipment, and help with materials tracking/reconciliation.

## KEY RESPONSIBILITIES

- In partnership with TD team, create technical and construction drawings for Scene Shop staff, crew, and other production departments using computer drafting programs such as AutoCAD
- Notate draftings created by other Technical Direction staff
- Technical drawing creation and CNC toolpathing (experience not required)
- Lead shop and stage crew through portions of load-in and installation of sets into performance venues (2<sup>nd</sup> and 3<sup>rd</sup> shifts are possible but infrequent)
- Lead shop and stage crew during notes calls focused on “punch lists”
- Lead shop and stage crew through portion of strike (2<sup>nd</sup> and 3<sup>rd</sup> shifts are possible but infrequent)
- Aid in rigging preparation
- Track spending and reconcile expenses in relation to budgets
- Organize and submit receipts and invoices
- Participate in IATSE scheduling, staffing, and payroll for productions and other scene shop labor needs
- Create pack lists for transport of scenic elements from the Scene Shop to the performance venue for load-in
- Create maintenance schedules for production equipment and facilities in venues and shop
- Contribute to the maintenance of stage & shop equipment
- Some carpentry, metal work, wiring and loading/unloading
- Other duties as required by TD Team and Production staff

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA’s policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

## REQUIRED EXPERIENCE, SKILLS and ABILITIES

- Drafting creation in AutoCAD
- Minimum of two seasons/years of experience working in professional theatre
- Superior organization skills

## PREFERRED EXPERIENCE, SKILLS and ABILITIES

- 3-5 years in management in a commercial scene shop or regional theatre environment
- Current knowledge of Microsoft Word, Excel, and Outlook
- Able to comfortably lift and manipulate 40 pounds
- Basic carpentry, metal work, wiring and pneumatics
- Experience loading in large-scale scenery
- Experience with Creative Conners automation
- Basic rigging knowledge – ETCP certification preferred

## HOW TO APPLY

Please submit a cover letter, 2 drafting examples, 3 references, and resume using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

[APPLY FOR THIS JOB ONLINE](#)

Or mail/drop off to: Aurora Civic Center Authority, ATTN: Robert Wilson, 8 East Galena Blvd., Suite 230, Aurora, IL 60506

*ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.*

*ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.*