



SHAKESPEARE THEATRE OF NEW JERSEY (STNJ)

TD/SCENE SHOP MANAGER - Scenic

\$55,000 – \$65,000 annually plus benefits

Start Date: April 22, 2025 or sooner

POSITION SUMMARY:

The Shakespeare Theatre of New Jersey (STNJ) in Florham Park and Madison, NJ is seeking an experienced Technical Director (TD)/Scene Shop Manager. Position will be responsible for constructing or sourcing scenery for all productions/events; maintaining a 20,000ft² scene shop and inventory in a safe, secure manner consistent with all OSHA regulations; supervising and training all scene shop staff including seasonal, over-hire, and intern labor; and managing production/shop budgets. The TD/Scene Shop Manager will collaborate with fellow production shop heads to ensure efficient and safe day-to-day operations of the Production Department.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Oversee and implement all planning, construction, installation, maintenance, and disposal of scenic elements for all productions, special events, film projects, and art installations for STNJ.
- Safely maintain all stock, storage areas, equipment, tools, and soft goods per company policies in STNJ's 20,000ft² scene shop.
- Supervise all scenic work calls at STNJ's various venues.
- Stay current and follow local, state, and federal (OSHA) safety standards and regulations.
- Encourage a positive work environment, free from harassment or discrimination; encourage open communication and information transparency.
- Manage a full-time staff as well as part-time or occasional over-hire laborers, and interns.
- Develop with Production Management and Education a curriculum of master classes for interns.
- Attend weekly production meetings; facilitate communication between designers and scene shop staff.
- Manage scenic material, labor, and equipment budget lines with the Production Coordinator.
- Assist with facility maintenance projects as assigned by the Director of Production.

Required Experience:

- Two years' experience as a TD, ATD, or shop supervisor/foreman. Academic experience will be accepted.
- Broad knowledge of professional theatre practices. Formal, informal, and cross-disciplinary training and experience will all be considered.
- Proficiency in all types of theatrical construction — wood and metal fabrication, trim and finish carpentry, rigging, pneumatics, and drapery construction.
- Must have knowledge of common chemicals and their safe usage and disposal protocols. Verifiable training in hazardous materials and/or hazard communication is preferred.
- Strong drafting skills: Hand drafting, AutoCAD, and/or Vectorworks is required.
- Experience with MS Office, Dropbox, and Zoom is required.
- Must be able to drive cargo vans and a 24' box truck and possess a clean driving record. Specific vehicle training will be provided if necessary.
- Must have strong communication and time management skills.

Physical Demands:

- This position splits time between office and scene shop environments.
- Must be comfortable using a variety of hand tools, stationary and portable power tools, and specialized construction equipment.
- Must be able to lift and move 50 pounds, climb stairs and ladders, and work in confined spaces.
- Must be comfortable working at heights up to 25 feet. Safety equipment and specific training will be provided.

COMPENSATION:

Pay range for this position is \$55,000 - \$65,000 with benefits including healthcare, dental, vision, life insurance, and paid time off. Full-time, on-site.

APPLICATION PROCESS:

Qualified candidates should submit cover letter, resume, and (3) three references to:

The Shakespeare Theatre of New Jersey
Employment@shakespearenj.org

No phone calls, please.

ABOUT THE THEATRE:

The Shakespeare Theatre of New Jersey (STNJ) is one of the nation's oldest, most prestigious, classic theatres, serving thousands of constituents annually through its work on its two stages, and through a large array of education programs.

MISSION:

STNJ's mission is two-fold: to bring new, relevant life to the world's classics for a diverse audience; and to use those masterworks to provide transformative experiences on stage and in classrooms. As a teaching theatre, the company is dedicated to using the classics as interdisciplinary teaching tools for artist training and arts education.

CAREER LEVEL: Management

YEARS OF EXPERIENCE: 2+ years

REPORTS TO: Director of Production

WORK LOCATION: onsite

DEGREE: College degree required; related work experience preferred.

SCHEDULE: Full-Time

DESIGNATION: Exempt

INCLUDES: Health Plan, PTO, Retirement Plan

The Shakespeare Theatre of New Jersey is an equal opportunity employer committed to hiring, supporting, and promoting a diverse and inclusive workforce. Equal employment opportunities are available to all applicants without regard for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the industry are encouraged to apply.

March 2025