



Bonnie J. Monte
Artistic Director

Position Title: Technical Director

Department: Production

Classification: Year-round, Full-time, Salaried Exempt

Reports to: Director of Production & Facilities

Location: On-site

Position Summary:

The Shakespeare Theatre of New Jersey (STNJ) in Florham Park and Madison, NJ is seeking an experienced Technical Director (TD). 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 will collaborate with fellow production shop heads to ensure efficient and safe day-to-day operations of the Production Department.

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 of three (an ATD, 2 carpenters) as well as part-time or occasional over-hire laborers, interns, and acting apprentices.
- Develop with Production Management and Education a curriculum of master classes for Interns and Apprentices companies.
- Attend weekly production meetings; facilitate communication between designers and scene shop staff.
- Manage scenic material, labor, and equipment budget lines with the Director of Production & Facilities.
- Assist with facility maintenance projects as assigned by the Director of Production & Facilities.

Required Experience:

- Three 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.
- Advanced 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.
- Must have strong communication and time management skills. Ability to adapt to a fluctuating workload and fast-paced schedule is required.

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:

Compensation for this position is \$60,000, based on experience and qualifications. This position is overtime exempt.

STNJ offers medical, dental, and vision insurance, life insurance, 403(b) retirement savings plan, paid vacation, personal, and holiday leaves after a 90-day probationary period.

Application Process:

Applicants should submit a cover letter, resume, and three references in PDF format to Melissa Barry, Production Coordinator, at MBarry@ShakespeareNJ.org. No phone calls, please.

The Shakespeare Theatre of New Jersey has instituted a mandatory COVID-19 vaccination policy for all employees. Proof of vaccination must be provided before beginning work. All employees must agree to adhere to The Shakespeare Theatre of New Jersey's COVID Safety 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.