

Tickets: (208) 885-7212 Office: (208) 885-6465 theatre@uidaho.edu www.uitheatre.com www.facebook.com/uitheatre

Assistant Technical Director/Scene Shop Foreman

The Assistant Technical Director facilitates the work of the Technical Director.

Responsibilities

- Familiarize yourself with the script and all set construction plans, drawings, sketches, renderings and models.
- Assist the T.D. with the formulation of working drawings for the shop.
- Assist the Technical Director in the budgeting of scenery.
- Help the T.D. generate a production schedule for scenery construction
- Establish an appropriate work schedule with the Technical Director, in accordance with normal shop hours.
- Communicate regularly and clearly with the Technical Director and other shop supervisors
- Assist the T.D. with the appropriation of materials for the scene shop.
- Maintain the safety and cleanliness of all workspaces.
- Enforce safe work habits in all workplaces.
- · Drive the shop truck when necessary
- Assist the Technical Director and Master Carpenter with construction of the scenery for the production (including, but not limited to: welding, carpentry work, rigging, painting, etc.).
- Assist with the training and instruction of lab students and all other shop personnel.
- Assign appropriate tasks to the work crews; supervise crews on the construction site.
- Assist the Technical Director with all load-ins and set-up of all set pieces
- Assist the Technical Director/ATD with problem solving during all phases of the production.
- Assist with the technical elements of the production during technical rehearsals.
- Make repairs during the run of the show
- Coordinate the strike of all scenic elements with the Technical Director
- Supervise a crew during strike and make certain that tools and materials are stored properly.

Attend the following

- Production meetings as requested
- All technical rehearsals