JOB DESCRIPTION & POSTING

POSITION TITLE: Assistant Technical Director
SUPERVISOR'S TITLE: Technical Director
START DATE: 10 May 2027
END DATE: 15 July 2027

CREATED: 22 February 2023
UPDATED: 17 November 2026
COMPENSATION: DOE
+ Housing for Out of Town
+ Travel for Out of Town

MISSION STATEMENT

Elevating lives through ennobling artistic experiences.

VALUES

- We are committed to performing outstanding artistic productions, with the aim of delivering the highest level of enjoyment to our patrons.
- We honor and are dedicated to presenting a variety of musical and dramatic expression recognized for their distinction and quality.
- We champion children.
- We honor the past, cherish the present, and strive to influence the future.
- We respect and encourage the unique, innate, creative nature of everyone.
- We encourage community involvement.
- We are committed to service.
- We cultivate collaboration and cooperation.
- We adhere to professional ethical standards.
- We strive to deserve support and trust.

CORE VALUES OF OUR COMMUNITY

Utah Festival Opera and Musical Theatre is a community of artists and collaborators built on the foundations of respect, acceptance, and creativity. We embrace the value of each and every individual and the unique perspectives of all they bring to the art we create. We open doors, build bridges, and make work that is accessible to everyone. The opportunity and access to the gift that is live theatre benefits all in our community, and we strive to remove barriers to that gift.

As we grow, we continue to educate ourselves and expand our practices and plans to ensure that we represent a rich array of voices on our stages, in our facilities, and within our community – regardless of race, ethnicity, sexual orientation, gender, age, ability, religion, or social status. We foster an environment where our differences and shared experiences are explored and celebrated with generosity, openness, and curiosity.

Goals and Commitments

Utah Festival Opera and Musical Theatre is committed to maintaining a welcoming environment on and off stage. Our goal is to create conversations that contribute to a more engaged, informed, and connected community. Recognizing that growth is an ongoing process, we continue to review our policies and practices to ensure a supportive, anti-racist environment for our artists, staff members, and audiences. We hold ourselves accountable to listen, learn, and grow as an organization and as individuals.

POSITION PURPOSE

As Assistant Technical Director, you are the leader in the scenic shop along with the Technical Director. You help to supervise the work of all staff carpenters and over-hire personnel during construction, load-ins, strikes, and changeovers. You are an experienced theatrical craftsperson and will be assigned projects commensurate with those skills.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Construct, install, changeover, and dismantle scenery for all UFOMT productions, including special projects undertaken by UFOMT.
- Locate, order and acquire materials and equipment needed for the Scene Shop.
- Hire over-hire labor and maintain the Scene Shop over-hire list.
- Ensure the smooth operation of the shop and provide guidance and leadership as needed.
- Problem-solving, organization and the ability to carry a project through from start to completion paying close attention to both the big picture and the fine details.
- Organize & maintain the safety and cleanliness of the Scene Shop, Paint Shop, performance spaces and other areas used by the Scene Shop.
- Work with the TD on maintenance and repair of Shop tools and safety equipment and keeping them in good working order.
- Maintain a clean and safe working environment.
- Manage your time in an effective manner.
- Perform such tasks, services, duties, and responsibilities in accordance with UFOMT policies, rules, regulations, and instructions now in force, or which may be adopted from time to time, during Employee's employment at the UFOMT.

OTHER FUNCTIONS

- Other duties as determined by Technical Director and Production Manager.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- 2-4 years of experience working in a professional scene shop
- 2-4 years of Experience with theatrical rigging.
- 2-4 years of Experience with metal working.
- Experience with safe operation of a shared Scene Shop space and Performance spaces.
- Experience supervising multiple crews working on different projects at the same time.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Proficiency operating a variety of woodworking tools.
- Proficiency operating a variety of metalworking tools including welders.
- Extensive understanding of theatrical standards of engineering and best practices in scenery construction and theatrical rigging.
- Ability to make drawings using CAD (preferably Vectorworks), in addition to being able to read and understand designer and construction drawings.
- Ability to manage staff and communicate instructions to them.
- Ability to work in a team and maintain a positive attitude.
- Ability to work occasional nights and weekends.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position consistently works in darkened environments.
- This position must be able to communicate orally and by e-mail with creative team members
- This position requires the ability to reposition and/or transport objects of 50 pounds.
- This position must be able to consistently position oneself in a stooping, kneeling, or crouching manner.
- This position occasionally ascends/descends ladders and personnel lifts.

- This position must be comfortable working in confined spaces.

Utah Festival Opera and Musical Theatre is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY

Please submit a resume (with references) and a cover letter to Brent Innes, Technical Director at jobs@ufomt.org.