



Now Hiring: Technical Director

About Rochester Civic Theatre:

The mission of Rochester Civic Theatre is to ENGAGE community organizations through collaboration and shared resources, ENRICH lives through education and outreach, and ELEVATE human connection through theatre arts.

The Rochester Civic Theatre was founded in 1951 and is proud to be celebrating its 74th season as Rochester's longest-running community theatre. The Civic Theatre is located next to the Mayo Civic Center in downtown Rochester. The facility includes a 289-seat proscenium main stage theatre, 125-seat flexible black box theatre, lobby stage and event space, rehearsal/dance studio, scene shop, and costume shop. Each season, the Civic Theatre presents six mainstage plays and musicals, two Theatre for Young Audiences shows that tour to local schools, and two summer camp productions for youths in grades 2-12. In 2020, The Rochester Civic Theatre opened its doors to the non-profit performing arts community and now hosts a myriad of performing arts organizations such as The Rochester Ensemble of Dance, That Theatre Company, and Absolute Theatre. The Rochester Civic Theatre is a 501(c)3 non-profit organization.

The Rochester Civic Theatre is committed to providing equal access to employment, programming, educational and outreach programming, and volunteer opportunities, regardless of race, national origin, color, sex, age, sexual orientation, and disability.

Position Summary:

The Technical Director leads all technical operations of theatre productions, including lighting, sound, rigging, and set construction; is responsible for managing and maintaining the theatre facility, including all tools and equipment; maintains the highest safety standards; and leads the technical staff and volunteers to create a safe, supportive, and welcoming environment.

Primary Responsibilities:

- **Technical Leadership:** The TD oversees all technical production areas, ensuring that work is done on time and meets expectations.
- **Design Oversight:** The TD attends production meetings with the director and designers to understand the artistic vision, provide feedback on design planning, and execute technical plans for sets, lighting, and sound.
- **Budget Management:** The TD manages the technical budget, handles purchasing for all technical elements, tracks expenses accurately, and ensures that budgets are adhered to.

THE ROCHESTER CIVIC THEATRE

- **Construction and Installation:** The TD oversees the building and load-in of sets and the installation of lighting and sound equipment, often working alongside volunteers or other technical staff to ensure that projects are built in accordance to plans.
- **Crew Coordination:** The TD recruits, schedules, trains, and manages technical staff and volunteers, including scenic builders, painters, electricians, and sound engineers.
- **Technical Rehearsal Supervision:** The TD is present during technical rehearsals to address technical needs, troubleshoot issues, and ensure that all technical aspects are integrated smoothly.
- **Facility Maintenance:** The TD is responsible for the maintenance and upkeep of all technical equipment and areas, including sets, lighting equipment, sound equipment, shop tools and supplies, ensuring they remain in good condition, any necessary replacements or repairs are made, and work areas are clean and organized.
- **Safety Compliance:** The TD ensures that all technical operations adhere to safety regulations and best practices, minimizing risks for the cast, crew, and audience.
- **Post-Production:** At the close of each production, the TD organizes and leads strike, ensuring that safety standards are upheld and that all materials are stored properly for future use.
- **Community Partner Oversight:** The TD coordinates with community partner groups renting the space to answer questions and ensure proper use of RCT equipment and facilities.

Required Qualifications and Skills:

- Minimum 2-3 years experience in technical theatre or related field
- Strong communication, organization, and interpersonal skills
- Skill in scenic carpentry
- Knowledge of theatrical lighting, audio, and counterweight rigging systems
- Must be able to lift 50 pounds and be comfortable with heights
- Must hold a valid driver's license

Preferred Qualifications and Skills:

- Bachelor's degree in Technical Theatre or related field
- Advanced skill in scenic carpentry, theatrical audio and/or lighting systems
- Welding
- Digital design software (i.e. Vectorworks, AutoCAD, or similar)
- Lighting and/or sound design experience

Reports to: Artistic Director

Status: Full-Time, Salaried Exempt



Salary: \$50,000

Benefits: Health/Dental; Free parking; Unlimited PTO policy and paid holidays; Comp tickets to shows

Location and Schedule: This position works on-site in Rochester, MN. Schedule is flexible and follows a typical theatrical production schedule, with some evenings and weekends required. Hours vary weekly.

To Apply: Please send a cover letter and resume to jobs@rochestercivictheatre.org no later than July 7. Interviews will take place from July 9-16. Preferred start date August 4.

Website: www.RochesterCivicTheatre.org