

Lookingglass Theatre Company, a nationally recognized ensemble theatre company located in Chicago Illinois, seeks an experienced and enthusiastic Technical Director to begin late July. This is a full-time position with salary and benefits. This is a physical job requiring the ability to lift up to 50 pounds and climb stairs repeatedly. Position starts late July 2017. For specific show information please see the Lookingglass website.

The Technical Director collaborates with professional staff to ensure the safe design, construction, installation and removal of scenery, props, and other technical elements for the subscription season and special events. The Technical Director also oversees the reconfiguring of Lookingglass's 3000 square foot black box theatre. This includes the complete transformation of audience seating including a removable balcony. Duties include, but are not limited to:

- Management of scene shop and scene shop employees
- Produce documentation for the planning and execution of all necessary production aspects as well as developing and implementing plans for the organization's long term growth
- Production of scenery and other production related items
- Hire carpenters and crew as appropriate for each production keeping within the organization's budgetary requirements
- Maintain and ensure the safety of the scene shop, all tools and equipment and conduct shop operations in accordance with the best practices for safety and efficiency.
- Attend production meetings and technical rehearsals as needed
- Work with designers, directors and other LTC team members to ensure the safe realization of each production within budget and to the highest standards
- Oversee and create production related paper work including, but not limited to construction drawings using AutoCAD and budget tracking using Excel.
- Oversee and lead all load ins and strikes of each production

The ideal candidate will possess the following qualifications:

- Minimum of 3 years of experience in technical direction, a related field, or MFA in Technical Production
- Significant experience in scenic construction including metalwork
- Knowledge of scenery automation and mechanics
- Strong AutoCAD drafting skills (3D is a plus)
- Excellent knowledge of Microsoft Excel
- Excellent problem solving skills and the willingness to explore new materials and methods
- Strong knowledge of rigging and safe rigging practices for both performer flying and scenery
- Strict adherence to safety and safe working habits both in the scene shop and theatre
- Valid driver's license and the ability to drive a large cargo van and a 24' box truck

Qualified applicants should send a cover letter, resume, three references, and salary history to Sarah Burnham, production manager at sburnham@lookingglasstheatre.org. Please include Technical Director in the subject line. Applications will be accepted until the position is filled. No phone calls please.