



The Jewish Community Center's New Jewish Theatre has an opening for a part time (as needed) Assistant Technical Director to join our Cultural Arts team. We prefer for someone to be available to start in mid-August though this is negotiable. We are looking for candidates who can work days, evenings or weekends as required in support of the production schedule. The position is estimated to be approximately 20 hours per week during New Jewish Theatre's production schedule.

Purpose: To assist NJT's Technical Director with all of the technical aspects of NJT productions in its Black Box Theatre. Responsibilities for this part-time, project-based position will include technical work for the New Jewish Theatre for the season of five productions between September and June with summer responsibilities as needed. As necessary, position will provide similar services to the NJT's Youth Theatre and the JCC's Theatre Unlimited productions.

Essential Functions:

For New Jewish Theatre

- Assist with all set construction under the direction of the Technical Director. Provide guidance to Construction Technicians as necessary.
- Work with scenic and lighting designers to facilitate set construction and light hang.
- Ensure all sets are built according to design, building, and safety guidelines.
- Together with the Technical Director, plan and execute the load in of stage sets ensuring that the set is properly secured and in place.
- During show strike, dismantle the sets as required keeping inventory and storing those components which can be reused.
- Provide assistance as needed with lighting hang and focus as well as with the set up of sound equipment for productions.
- Assist with set up of light and sound boards for tech rehearsals and productions as required.
- Ensure light and sound equipment is properly dismantled and put away in appropriate storage as necessary.
- All other duties as assigned by supervisor

For Youth Theatre and Theatre Unlimited

- Supervise and assist with set construction in consultation with Youth Theatre Coordinator/Inclusion Coordinator and their production team.
- Assist with lighting and sound installation for performances.
- Running lights and sound for productions.

Qualifications:

- High school diploma or GED is required. College degree in related field is preferred.
- Related professional technical theatre experience preferred.
- Advanced carpentry skills and knowledge of construction methods are required.

- Knowledge of and demonstrated implementation of safe theatre practices and safe shop practices are required.
- Knowledge of and capability to utilize power tools (saws, drills, compressor, etc.) is required.
- Familiarity with current audio and lighting technology is required.
- Able to lift, carry, push, and pull objects not to exceed 80 pounds.
- Able to climb and work with the use of a ladder, scaffolding and or mechanical lift up to 25 ft in elevation.
- Must be able to accommodate a flexible schedule in support of the above events which will include days, evenings and weekends. Hours fluctuate based on production schedule.

For additional information about the J, Cultural Arts and the New Jewish Theatre, please see our website, www.jccstl.org.

To apply for this position, please submit your cover letter, resume and completed J application to careers@jccstl.org. Please indicate the title of the position you are applying for in the subject line of your email. The J's application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.