



Job Description

Title: Technical Director

Reports to: Director of Production

Direct reports: Head Electrician, Head Carpenter, Head Props, Head AV, Crew

About Portland Playhouse

Our Mission:

Portland Playhouse's mission is to celebrate the complexity of the human experience through vibrant plays, transformational education programs, and community-centric events. Rooted in the King neighborhood, we focus on radical inclusivity, uplifting diverse voices, and fostering community dialogue.

Our Values:

- **Belonging:** Portland Playhouse works to be radically inclusive onstage and offstage. We serve together. We rise together. We lead with kindness.
- **Gratitude:** We are here by the grace and generosity of our community. We honor, join with, and are guided by those who came before us as well as current and future generations.
- **Courage:** We challenge the status quo; we take risks. We listen and learn with an openness to change.

Job Summary

The Technical Director is primarily responsible for supervision and implementation of all production elements (lighting, sound, props, set design and construction) except costume, hair and makeup.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Duties and Responsibilities:

- Oversees and implements the company's production elements, including build, paint, props, maintenance and strike.
- Assess technical challenges and develop proactive solutions.
- Advises Director of Production on the technical specifications, costs and usage of technical equipment required for the individual show.
- Reads and interprets blueprints, drawings and plots; supplements build drawings or working drawings as needed.
- Plans, coordinates and completes construction of all scenic design elements within the designated time and budget as determined by the overall production schedule and budget.

- Supervises the set up, maintenance and operations of sound, lighting, stage and other technical equipment and systems.
- Assists with the preparation of and manages technical operation budgets; maintains inventory of specialized supplies.
- Purchases, leases and/or borrows and returns equipment, as needed.
- Manages rental equipment to other organizations to maximize Playhouse inventory
- Makes recommendations regarding capital purchases of technical equipment.
- Monitors the condition of equipment including lighting, sound, video and rigging equipment; arranges for the repair and/or replacement of equipment within budgetary constraints; and performs preventative maintenance on equipment.
- Maintains current knowledge of all equipment and supervises training on all equipment.
- Helps recruit, manage and retain stagehands (which includes specialists such as video programmers, furniture carpenters, riggers, special effects people).
- Develops, implements and monitors policies to ensure a safe work environment in the stage and production areas.
- Attends production meetings & staff meetings
- Serves as Building Supervisor after normal hours of operation, or during assigned productions and rental events.
- Research, budget, plan and implement shift to renewable energy-saving technologies.
- Develops and maintains relationships with local designers, builders & colleges with technical training programs
- Provides an annual technical inventory of all equipment with recommendations for replacement or maintenance
- Stays abreast of new technology and software relative to lighting and audio and video engineering.
- Assists other departments as needed, especially Education, Community Programming and Events.
- Additional duties as assigned by the Director of Production.

Education and/or Experience:

- Minimum 4-5 years of experience or formal training with in-depth knowledge in all aspects of technical theater.
- Minimum 3 years of experience in the following areas:
 - Training & Management of stagehands
 - Theatre/Dance production
 - Familiarity with the AEA rulebook.
 - Nonprofit management
 - Operations including budgeting, payroll, hiring, contracts, labor laws and scheduling
 - Multitasking
 - Interpersonal Skills

- Carpentry, set construction, and rigging skills (required).
- Welding skills.
- Reading and producing ground plans, sections, technical/construction drawings
- Theatrical lighting, sound, and projection systems

Qualifications:

- Knowledge of ADA and OSHA compliance
- Able to handle multiple, simultaneous tasks in a timely manner
- Collaborative attitude
- Heavy-lifting abilities
- Competent, working knowledge of theatrical equipment, tools and software.
- Must have a car and a valid driver's license.
- BA or MFA in technical theatre
- Must be comfortable climbing an extension ladder.
- Ability to drive non-CDL trucks up to 26 feet with lift gate

Computer Skills:

- Drafting software: Vectorworks and/or AutoCAD
- Google suite
- Audio/video: Qlab, video projections
- Mac operating systems

Equity & Accommodation

Portland Playhouse is committed to a diverse, racially and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength.

As part of our commitment to equity, Portland Playhouse will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities of this job.

Security Clearance:

Portland Playhouse conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. Portland Playhouse reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Working Conditions:

This role requires good physical health as the ability to lift at least 70 pounds in repetition is required.

Work Schedule:

This is a full-time position. Days and hours of work are generally Monday through Friday, 9:00 a.m. to 6:00 p.m. This position regularly requires extended hours and weekend work. Flexible scheduling of work hours is an option.

Travel:

Travel is primarily local during the day, evenings, and weekends. Some out-of-area and overnight travel may be expected.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation

This salaried position starts at \$60,000 annually and provides full benefits, including: employer-paid medical, dental, and vision; and 30 days off annually. Portland Playhouse will match up to 4% of 401k contributions.

To Apply

Interested candidates should email a cover letter and resume to work@portlandplayhouse.org. Please put "TD applicant" with your last name in the subject line. Deadline to apply is June 30, 2026.