

JOB DESCRIPTION

Technical Director



Reports to: Executive Director

The Technical Director contributes to MCT's mission-driven work to produce exceptional community-based theatrical experiences for all ages. This is accomplished by creating and building sets for community theatrical productions, purchasing for set-design needs, managing volunteers, and stewarding the theatre's Scene Shop in downtown Muskegon, Michigan. The Technical Director is responsible for taking the drawings/renderings provided by the Set Designer, creating the finished set, and overseeing its movement from the Scene Shop to the theatre. This permanent, hourly staff position offers flexibility, aligning with the project-based rhythm set by Main Stage and the education division's production schedules. We hope to identify a candidate who feels comfortable multitasking, delegating projects to a variety of community volunteers, building, and collaborating with local partners, including vendors, contractors, freelancers, neighboring theatres, and more. To ensure technical needs are understood at all levels of the company, we ask the Technical Director to lend their voice to weekly staff meetings, monthly board meetings, and occasional retreats as needed.

RESPONSIBILITIES

PRE-PRODUCTION & REHEARSAL-PERIOD DUTIES

- Read show scripts to become familiar with the show and its scenic needs.
- Discuss the schedule and budget for construction with the Executive Director, Artistic Director, Director, and Set Designer.
- Meet with stakeholders to discuss spatial and safety considerations.
- Determine what collateral is needed for construction of the set, e.g. scale floor plan, perspective sketches, working elevation drawings, etc.
- Determine what materials and equipment are needed to create the set and help with oversight of the construction process.
- Review the budget and determine if the budget is adequate to construct the set; keep an itemized list of all expenditures with receipts.
- Create a list of build volunteers in coordination with the Executive Director.
- Schedule all build sessions and communicate the schedule to all volunteers.
- In cooperation with the Executive Director, develop and distribute a schedule for move in so that all crews can accomplish their work.
- Purchase or procure all materials needed to construct the set.

TECHNICAL & PERFORMANCE-PERIOD DUTIES

- Meet with designers and directors to spike the location of scenic elements, mark battens, and agree on working times for set and lighting crews.
- Arrange for rental of a truck for both move in and move out of the theater and supervise load-in/load-out days.

- Oversee the assembly of scenic elements during load-in.
- Work with the Director and Stage Manager following dress rehearsal to give and receive notes.
- Read and reply to Performance Reports.
- Cooperate with Executive Director, Stage Manager, Set Designer and Stage Crew Lead to problem-solve and build out changes to set as needed.

POST-PERFORMANCE DUTIES

- Lead the plan for set strike and oversee strike duties.
- Provide guidance to volunteers and ensure adherence to safety protocols.
- Ensure that all rented or borrowed items are struck and prepared for return.
- Return and put away all supplies to the MCT Scene Shop.
- Submit requests for reimbursement.

OTHER DUTIES

- Collaborate, as requested, with the Executive Director on grant-funded projects, including but not limited to: capital improvements, fundraisers, etc.
- Clean, organize, and care for the Scene Shop as needed, including snow removal, lawn care, and general upkeep as needed.
- Attend meetings, respond to emails from MCT staff, and attend board meetings.

QUALIFICATIONS

- A love for theatre!
- Experience with set building, scene shop equipment, and tools, including digital design systems
- Associate's or Bachelor's degree preferred though not required (equivalent professional experience will be considered).
- Experience in community theatre or arts education environment strongly preferred
- Ability to manage multiple production timelines simultaneously.
- Ability to collaborate with other stakeholders and communicate professionally.
- Familiarity with purchasing, receipting, and basic budgeting principles required.
- Basic computer skills, including email, document creation, spreadsheeting, and calendar management. Familiarity with Google Workspace tools (e.g., Gmail, Forms, Sheets) a plus.
- Demonstrated commitment to fostering environments of inclusivity and belonging for all.

ADDITIONAL REQUIREMENTS

Background check: Due to the potential for interactions with children, fiscal responsibility, and potential use of the MCT van, the Technical Director will need to pass a background check.

Physical Demands: The Technical Director should be able to lift at least 50 pounds, able to perform physical activities such as lifting, bending, and climbing ladders, able to work from heights (e.g., grids, catwalks). Please note that workdays could include long periods of time either sitting or standing.

Timing: This position is a permanent, hourly, year-round opportunity. MCT's Main Stage performance season runs from September–May. MCT's Performing Arts School shows take place during the summer months.

Location & Travel: Work must be performed in person at the Scene Shop and Frauenthal Building in downtown Muskegon, MI. Some travel to nearby west Michigan locales may be required to secure rental or borrowed items or to purchase specialty items for the set or Scene Shop. Some remote online work, such as volunteer communications, budgeting, etc., will also be a component of the role.

→ *Think you'd be a great fit but don't check all our boxes? Please apply anyhow: we'll be happy to consider you and address your concerns.*

COMPENSATION & WORKLOAD

Typical hours: 10–35 hours per week, which vary widely depending on show needs and frequency. Evening and weekend availability required.

Rate per hour: \$18–\$20, based on qualifications and experience.

CORE VALUES

Established in 1985, Muskegon Civic Theatre is a voluntary organization providing exceptional community based theatrical experiences by and for adults and children of all backgrounds. This is accomplished through a variety of diverse productions and educational opportunities in all elements of theater in west Michigan communities.

MCT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, ethnicity, national origin or ancestry, gender, gender identity or expression, sexual orientation, religion (religious creed), age, disability status, genetics, pregnancy, protected veteran status, or any other characteristic protected by federal, state or local laws.

TO APPLY

Please fill out the application form and submit your résumé [here](#). **Applicants will be considered on a rolling basis.**

Please direct any questions or inquiries to Caitlin Cowan, Executive Director, at ccowan@muskegoncivictheatre.org. Interested applicants may also call the MCT office at 231-722-3852 MWF from 10am to 4pm or leave a message.