

Assistant Technical Director

ABOUT US

Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

ABOUT THE JOB

Reporting to the Technical Director, the Assistant Technical Director functions as the IATSE Head Carpenter/Props for all performances in the Goldsmith and Lovelace theaters at the Wallis. In cooperation with the Technical Director, they directly oversee the Load In, Run of Show, and Load Out for all productions, guiding the IATSE stagehands in the safe and efficient execution of their show duties.

WHAT YOU'LL DO

- Supervise IATSE stagehands for all Carpentry & Props calls in the Goldsmith and Lovelace theatres, as well as select ancillary spaces. Give direction to stagehands during load-ins, show runs, show maintenance and during strike of show;
- In collaboration with the Technical Director, work to determine the staging and labor needs for upcoming productions. Assist in the planning and coordination of the use of all stages and stage related equipment. Make recommendations to the Production Supervisor for crew calls and provide feedback on crew member's job performance including whether discipline, up to and including termination of employment, is necessary. Provide documentation to support manager for coaching or disciplining crew as needed;
- Act as the head of the Run Crew for all performances, working in collaboration with Stage Management to determine the most effective way to choreograph backstage traffic and supervise the Deck and Props running crews in the execution of each performance;
- Oversee use, maintenance, and upkeep of the Wallis Prop Shop and Scenic storage facilities;
- Serve as an important part of the Wallis Production Department, establishing relationships with performers, renters, and other collaborators. Facilitate the use of the technical facilities by visiting companies and others engaged by or renting the facility;
- Assist Production Management with the booking of crewpersons as needed;
- Serve as a leader in workplace safety and maintenance of a safe working environment. Ensure all applicable OSHA regulations are being adhered to;
- Responsible for reading show reports, rehearsal schedules, and facilities calendars. Follow-up on applicable details or notes and communicate information to supervisors and staff as appropriate;
- Attend full staff meetings, production head meetings, production department meetings, and post mortems as necessary.

SKILLS & EXPERIENCE NEEDED

- Proven experience in live entertainment production as a Stagehand or Backstage Head. Multi-disciplinary experience (theatre/music/dance) strongly desired.
- Knowledge of various stage related activities, including stage carpentry, rigging, properties maintenance and repair, special effects, mechanization, and structural engineering. Experience with touring productions and international artists is a plus.
- Able to supervise and direct crew activities as well as lead multiple crews simultaneously.
- Familiarity with proper safety protocols for theatrical productions, OSHA & fire codes.
- Ability to read and comprehend technical drawings/schematics and disseminate information as needed. Ability to draft in AutoCAD or Vectorworks is a plus.
- Clear understanding of the artistic process and excellent communication, interpersonal, teamwork, and diplomacy skills.
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Team player: works closely with Production Department Heads, Stage Managers and Production Management.
- Ability to work a varying schedule, including nights and weekends.

BENEFITS

This position's benefits are specified in the collective bargaining agreement with IATSE.

HOW TO APPLY

Please email your resume to jobs@thewallis.org and include **Assistant Technical Director** in the subject line.
No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.