



**YALE
DRAMATIC
ASSOCIATION**

ASSISTANT TECHNICAL DIRECTOR/HEAD CARPENTER for Mainstage Production

Reporting to the Undergraduate Production (UP) Senior Technical Director, and working in conjunction with the student Dramat Production Officer, student or professional Scenic Designer, and student Technical Director and Master Electrician, working on a Yale Dramatic Association production in a Yale School of Drama venue.

Pay: \$30 per hour

Overview:

Lead pre-planning process, execution of technical drawings, and build calls in conjunction with the student Technical Director (teaching where needed). Lead and actively participate in build calls with student labor across the pre-tech weeks (usually 5-6 weeks). Lead planning for and execution of scenery load in and strike. Maintain the highest standards of safety in the theater throughout the Dramat residency in the venue.

Safety Note: All work associated with the Yale Dramatic Association must comply with all relevant safety policies and regulations, including Yale School of Drama/Yale Repertory Theatre and Yale College Undergraduate Production policies. Undergraduate Production staff and the Dramat's Production Officer staff will communicate and advise on these policies, which include, but are not limited to:

- No one may work alone in any production space
- Long pants and sturdy close-toed shoes are required during all work calls
- All performance staff (actors, ASMs, Stage Manager, etc.) must attend a safety walk through and a fire drill
- Hard hats must be worn by all staff when any load in or strike work is in progress on stage
- Other PPE (including, but not limited to, eye and skin protection) may be required situationally
- Tool use must be in accordance with Yale's safety policies
- Report all near-misses, incidents, injuries, unsafe conditions and equipment deficiencies

Preplanning: (approximately 25 hours over 2 weeks for Mainstage)

- Consult in planning conversations with UP Senior Technical Director and Student TD
 - Participate in budget meetings with student TD and UP Senior Technical Director
 - Assist Student TD throughout process of budgeting scenery
 - Secure quotes for individual scenery or prop items as directed in budget meetings with UP Senior Technical Director and Dramat TD.
 - Include UP Senior Technical Director and Dramat Technical Director in all communication about the project.

- Communicate directly with Yale School of Drama staff only as directed by Undergraduate Production Senior Technical Director.
- Ensure that proposed scenic elements are designed and constructed with an informed understanding of the physical limitations/capacities of Yale shops and theater spaces.
- Understand and support limitations due to policies, regulations, available equipment and production space.
- Develop a plan minimizing risk for scenery load in and strike.
- Prepare and maintain line-set schedule for both scenery and electrics, working with student TD and ME.
- Prepare and maintain labor estimates for build, load in, and strike calls.

Build Process: (approximately 30-40 hours over 4-6 weeks for Mainstage)

- Commit to approximately 30-40 hours of hands-on shop work across the build weeks (approximately four to six weeks) to be coordinated with UP Senior Technical Director and Dramat TD.
- Develop cut lists for every build call.
- Develop and maintain weekly labor hour estimates to determine the build call schedule, and plan hours, materials, and build goals for each individual build call (budget during preplan and then more specific day to day in the build period)
- Work with Set Designer, UP Senior Technical Director, and Student TD to adapt and scale back designs if issues arise or build falls behind
- Obtain UP Senior Technical Director approval for significant changes in scenic design elements related to structure, size, weight, or materials

Venue Residency: (approximately 60 hours over 2 weeks for Mainstage)

Load In: Two days of load in (Saturday and Sunday), 9am-1pm shift, 2pm-6pm shift, and 7pm-10pm shift each day.

Tech: 9 days of tech with sets notes (Monday-Tuesday). Work notes will happen between 9am-midnight on those days, dependent on crew availability, until rehearsal moves into the space, at which time work notes will happen between 9am-6pm on weekdays and 9am-12pm and 6pm-8pm on weekends. TD is not expected to be present at tech rehearsals. Student TD will cover these rehearsals, attend tech notes, and provide daily updates on scenic needs.

Strike: Strike will happen between 10pm-2am Saturday, then noon-6pm the following Sunday at the end of the two week residency.

- In collaboration with UP Senior Technical Director, oversee scenery load in & notes calls to ensure scenery is loaded in safely, and on schedule
- In collaboration with Production Officer, create scenic load-in and tech notes schedule to be distributed daily.
- In collaboration with UP Senior Technical Director, oversee and lead execution of rigging in venue
- Execute or delegate and oversee scenery notes during residency as needed

- In collaboration with UP Senior Technical Director, oversee scenery strike to ensure scenery is loaded out safely and on schedule and that the venue is left clean and in its original condition

TECHNICAL DIRECTOR for Commencement Musical
(approximately 100-120 hours over 2 weeks in May)

- Same duties as above
- Consolidated preplanning, build process, and residency
- Consistent student crew availability during days

Required Qualifications:

First Aid and CPR certified

Yale Shop Monitor Training (to be provided at start of job)

Preferred Qualifications:

MFA in technical theater or equivalent experience

OSHA 10 certified

ETCP Certified Rigger – Theatre