

Job Description: Technical Director/Facilities Manager

Apollinaire Theatre Company • Chelsea Theatre Works

Position Summary:

We are looking for a talented individual to join us as Technical Director for all Apollinaire Theatre Company productions and Facilities Manager for the Chelsea Theatre Works.

The individual will execute all technical elements of the theatre's operation. They will work closely and collaborate with the Artistic Director in planning and executing all productions and rentals at the Chelsea Theatre Works, and act as a liaison between designers and the company to ensure that productions are engineered, built, installed, and presented with regard to maintaining a safe and collaborative working environment for all.

The individual will take an active role as lead carpenter or otherwise as needed during load in, build, and strike, and supervise production staff, overhire, and volunteers.

Availability

This is a part-time position requiring approximately 20hrs per week (this can be flexible/variable), with the possibility of full-time for a flexible candidate able to be involved in multiple facets of the company's work. Some night hours may be required for production and events and some Sunday afternoons may be required for changeovers. Hours are otherwise highly flexible.

Responsibilities

- TD Apollinaire productions, including building scenery and assisting with hanging of lights and sound installation
- Supervise maintenance/cleaning staff
- Coordinate contracting of repair and renovations services
- Bidding and procuring service contracts
- Handle emergency or time sensitive situations that may arise.
- Coordinate technical requirements for renting companies
- Facilitate check-ins and check-outs with renting companies
- Coordinate maintenance of the Chelsea Theatre Works
- Coordinate annual equipment inspections (elevator, fire safety, boiler, etc.)
- Keep all technical equipment and systems in good working order

Qualifications

- Skilled carpenter
- Experience in all elements of stagecraft including electrics and audio
- Highly organized, motivated self-starter
- Enthusiastic and positive attitude
- Able to lift and carry up to 50 lbs.
- Possess the ability to attend to numerous details at one time, establish priorities, respond positively and effectively under stressful situations, and propose timely solutions to problems
- Flexibility in work schedule required

Other Notes:

- Compensation: hourly commensurate with experience
- Free and discounted tickets for each show, sneak peaks during readings and rehearsals
- Start Date: TBD/Reopening. A limited schedule may be possible prior to reopening.
- The above statements are intended to describe the general nature of the work and are not intended to be construed as an exhaustive list of all job duties.
- Management reserves the right to revise or amend duties at any time.

How To Apply:

Apollinaire Theatre Company is an Equal Opportunity Employer and encourages applicants from diverse backgrounds.

Please send cover letter, resume, and references to Alison McCarthy at alison@apollinairetheatre.com

Company Profile

Chelsea Theatre Works is Boston's home for adventurous theatre-making. Our historic building at the center of Chelsea features five levels of performance, rehearsal, and support facilities including one mainstage and two new black box theatres. The long-time home of the award-winning Apollinaire Theatre Company and their youth program, Apollinaire Play Lab, Chelsea Theatre Works is increasingly becoming the destination for local experimental and fringe theatre productions, and is currently housing a diverse roster of resident artists.

