**Position:** Technical Director  
**Department:** Production  
**Classification:** Full-time, exempt

**Position Summary**

The Children’s Musical Theater of San Jose (CMTSJ) seeks a Technical Director to join the Production Department. This position is responsible for planning the approach for all scenic elements featured in CMTSJ’s season. This includes the engineering, bidding, and problem-solving for scenery as designed by guest designers for each show. As part of this job, the Technical Director is expected to oversee the rigging and installation plans for all technical elements to ensure they are done safely and efficiently in collaboration with the other production department heads. The technical director leads a staff of painters, carpenters, technicians and cultivates relationships with our community of volunteers. In addition to the CMTSJ’s regular production season, this position will also provide support for events such as the annual winter gala and the annual summer event, Preview Night. This position reports to the Production Manager.

**PRIMARY RESPONSIBILITIES**

- Oversee the pre-build, build, load-in, and strike period for each production.
- Work with all staff to facilitate understanding of the artistic and technical elements of the show: lighting, sound, special effects, orchestra, scenery, costumes, props, etc.
- Create a safe work environment for all production department staff, and advise on improvements in discussion with other department heads and the Production Manager.
- Develop and manage the technical budget for each show as well as the annual set shop budget.
- Oversee and coordinate the installation of all technical elements in conjunction with other CMTSJ personnel.
- Coordinate the hiring and management of all painters, carpenters and technicians.
- Maintain all CMTSJ-owned equipment and inventories.
- Prepare the studios based on the requests from the artistic staff of each production.
- Receive, share, and implement scenery-related notes during technical rehearsals and previews with scenery staff.
- Liaise with design teams, stage managers and CMTSJ staff throughout the production process.
• Collaborate with the Production Manager on capital improvements and equipment acquisition.
• Involve volunteers in key positions when appropriate. Many capable volunteers are involved at CMTSJ.
• Develop and maintain healthy relationships with outside vendors to ensure the best products and pricing are received.
• Reflect a commitment to the CMTSJ's Mission and DEI Statement

SKILLS AND BACKGROUND
• Thorough understanding of all aspects involved in technical theater, including construction, lighting equipment, rigging and sound.
• People and time management skills are a must, as are a focus on safety.
• Expert knowledge of theatrical scenery, rigging, and automation.
• Strong knowledge of standard theatrical production practices.
• Ability to break down long-term production goals into short-term ones, and delegating them effectively.
• Being highly organized, communicative, and goal-oriented is absolutely essential.
• Minimum 3 years of experience working in professional non-profit or commercial theater companies.
• Ability to lift up to 50 lbs
• Own a US Driver’s License, with the ability to drive a cargo van and small box truck a plus

About CMT San Jose
Now in its 54th season, Children's Musical Theater San Jose (CMT) is the longest thriving arts organization in Silicon Valley. Its mission is to train and educate today’s youth through musical theater set and achieve high artistic and personal goals, and to inspire them to become exemplary artists, patrons, and citizens of tomorrow. CMT presents 11 full scale productions each season featuring performers of varying ages in 3 separate divisions. CMT continues its 54 year tradition of casting every child who auditions for its productions, regardless of financial or physical limitations. CMT is proud to offer a robust education program that serves over 8000 young people each season through Student Matinee performances, after school studio classes, and summer camp. In 2020, despite the challenges of the Pandemic, CMT raised over $2M through a capital campaign to build its new home, the Creative Arts Center. More information, visit www.cmtsjsj.org

Diversity, Equity and Inclusion Statement:
CMT’s commitment to producing theater opportunities through an equitable lens is a natural extension of our artistic vision, built on inclusivity and excellence. CMT leadership along with an active committee of alumni, parent volunteers, and board members are committed to strengthen our efforts towards Equity, Diversity and Inclusion. Together, we have developed new guiding principles which serve as a road
map to strengthen our commitment to eliminate racial bias within our organization, and
do our part to impact our community through equality and systemic change.

COVID-19 Policy:
(Change/revise as needed) We are committed to the safety and health of our employees,
visitors, and the public we serve. As such, CMT is proud to have implemented a mandatory
vaccination policy, requiring COVID-19 vaccination(s) for all employees, including contracted
third-party staff, and new hires. In accordance with our mission, we firmly believe that
vaccinating all employees is essential for our community’s safety and health. The Company
understands and respects that a limited number of candidates may have medical or religious
reasons for not receiving the vaccine. As such, we are asking those candidates who wish to
request an exemption from being required to be vaccinated, submit a request for their
exemption to the Managing Director once hired.

CMT is an equal opportunity employer and encourages all genders, race, and ethnicities to
apply. Email cover letter and resume to Production Manager, Joel Heinschel, joel@cmtsj.org