

Job Title

Writers Theatre

Position: Assistant Technical Director

Location: Skokie, IL and Glencoe, IL

Department: Production

Classification: Full-time (with benefits)

Salary: \$50,000

About Writers Theatre

Writers Theatre (WT) is a nationally recognized, award-winning theater company located on Chicago's North Shore, acclaimed for its intimate productions, bold new work, and exceptional artistry. With a commitment to telling powerful stories and serving as a cultural anchor in our community, we strive to create transformative experiences both on and off the stage. With an annual operating budget of \$6.5 Million, the theatre, now in its 34th season, is a major Chicagoland cultural destination with a national reputation for excellence, being called "America's finest regional theater company" by The Wall Street Journal. Under the leadership of Executive Director Kathryn M. Lipuma and Alexandra C. and John D. Nichols Artistic Director Braden Abraham, the company is charting a path forward for its future.

Position Summary

The Assistant Technical Director (ATD) works in collaboration with the Technical Director (TD) and scenic department to realize the scenic designs and install for each production and event. The ATD will work with the TD to manage and support the scene shop employees in the building of sets by disseminating information/plans and assigning projects. This position also collaborates with designers, directors, stage crew, stage management and production department heads to ensure that overlapping needs are met.

Writers Theatre produces and presents 5-7 shows each year in our two theatres at 325 Tudor Court in Glencoe. This position would primarily work out of the Writers Scene Shop in Skokie with trips to the theatre in Glencoe as needed.

Responsibilities

- Assist TD with operation of Scene Shop and the development of scenic elements.
- Implement and maintain systems and strategies of organization in the Scene Shop.
- Work with TD to ensure safe and efficient working conditions in the Scene Shop and theatre spaces.
- Collect and distribute pertinent technical information to scene shop employees and production department heads.
- Assist in creating technical drawings in coordination with TD from scenic design packet.
- Attend design and production meetings representing the scenic department.
- Collaborate with TD to ensure scenic build is completed on time and within budget.

- Research equipment, techniques, and materials for special effects, props or scenic requirements.
- Assist in hiring employees for Scene Shop and oversee their payroll onboarding.
- Process scene shop employee payroll on a biweekly basis.
- Manage and track purchases for scenic department, including processing a monthly credit card statement.
- Assist in or lead scenic builds in coordination with TD.
- Provide direction and instruction to scene shop employees during scenic builds.
- Monitor installation of scenic elements during load-in.
- Supervise and coordinate coverage for work notes during technical rehearsal period.
- Consult on specific production needs for hiring of stage crew with Production Management team.
- Act as liaison between Scene Shop and Stage Management.
- Supervise scenic strikes.
- Fill in for TD in their absences.
- Participate in long-term planning with an eye on Scenic Department needs.

Qualifications & Key Competencies

- 4 years of experience in theatrical or commercial scenic production, with experience in theatrical scenic carpentry, rigging, and welding.
- Ability to read and build from scenic drawings.
- Proficient in drafting in SketchUp, AutoCAD, and/or Vectorworks.
- Familiarity with operating machinery including but not limited to: general carpentry shop tools, MIG welder, Genie lift, etc.
- Ability to drive a 24' box truck.
- Clear and concise written and verbal communication skills.
- Experience in leading teams.
- Knowledge of safety policies and procedures within a performing arts environment.
- Ability to interact and collaborate with a diverse range of designers and staff.
- Willingness to adapt.
- Maintain a level-headed and calm demeanor under pressure while working in a collaborative team-based structure.
- Ability to work both independently and as part of a coordinated team.
- Strong judgment and management skills to prioritize multiple tasks while paying attention to details.
- Creative problem-solving skills.
- Organizational skills.
- Commitment to creating and maintaining a safe work environment.
- Naturally pro-active with a general curiosity to learn and seek solutions.
- Skilled at managing multiple overlapping and on-going projects with a proven track record of successfully delivering projects within time, human resources, and budgetary constraints.

- This role may involve tasks such as squatting, climbing, crawling, kneeling, walking, pushing/pulling, and handling objects. The ability to carry or lift loads over 75 lbs and work at varying heights may also be required. We encourage applicants of all abilities to apply, and reasonable accommodations can be provided to support individuals in performing the essential functions of this role.

Work Environment

- General admin work hours are Monday through Friday, 9:30 - 5:30 pm
- Evening, weekend, and holiday hours will occasionally be necessary.

Benefits include: medical, dental and disability insurance, vacation and other paid leave, a 403(b)-retirement plan (with employer match) and medical and dependent care cafeteria plans.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply

WT is an equal opportunity employer, dedicated to creating and sustaining a diverse and inclusive organizational culture and promoting a safe, supportive, and collaborative work environment conducive to professional and personal growth. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, or veteran status.

Please find more information on our culture and specific policies at the following links:

- <https://www.writerstheatre.org/about/work-with-us>
- <https://www.writerstheatre.org/about/mission-values>

Qualified and interested candidates should email a cover letter, photographs of work samples, and resume to productionjobs@writerstheatre.org with the subject "WT ATD 2026 Search". No phone calls please.

Want to help us improve our hiring process? Please include where you found this job posting when you email us your materials.