

ASSISTANT TECHNICAL DIRECTOR

Position Description

About The Center & Unity Square The Bartlesville Community Center ("The Center") and Unity Square serve as the vibrant cultural heart of our community. We are the proud home to six premier local community arts groups—including the Bartlesville Symphony Orchestra, Bartlesville Civic Ballet, Bartlesville Chorale, and Children’s Musical Theater—while also presenting multiple Broadway National Tours and supporting a diverse array of community events, regional gatherings, and private rentals throughout the year. From sweeping orchestral performances and classic ballets to major commercial touring productions, our team ensures every event is executed with professional excellence.

- **Position Type:** Seasonal, Salary Exempt (*With potential to transition to a year-round role for the right fit*)
 - **Reports to:** Technical Director
 - **Location:** The Bartlesville Community Center & Unity Square
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Purpose

Under the direct supervision of the Technical Director, the Assistant Technical Director (ATD) plays a vital role in ensuring the safe, efficient, and exceptional execution of all productions, rehearsals, exhibitions, and events. The ATD assists in the operation and maintenance of all technical systems and backstage equipment, helping to bring diverse artistic visions to life across our venues while fostering a supportive environment for artists, community members, and crew.

Growth Opportunity: While this is initially a seasonal position, we are actively looking for a collaborative, skilled professional who can grow with us. For the right candidate this role has the strong potential to transition into a permanent, year-round position.

Core Functions & Responsibilities

Technical Execution & Versatility

- **Multi-Disciplinary Support:** Maintain a foundational working knowledge of theatrical lighting, sound reinforcement, set construction, power tool operation, and rigging. The ATD must be capable of confidently stepping into any technical backstage role or providing stage management support as needed during a production.
- **Production Literacy:** Demonstrate fluency in standard theatrical terminology and stage directions (e.g., SL, SR, US, DS, CS, FOH).

- **Reporting:** Responsible for accurately completing and submitting event and shift reports when the Technical Director is not on-site.

Venue Stewardship & Safety

- **Safety First:** Maintain an uncompromising commitment to the safety of all personnel, performers, and equipment as the highest priority in every situation.
- **Shop & Stage Maintenance:** Oversee the organization and cleanliness of the scene shop, stage, and backstage areas. This includes sweeping, mopping, vacuuming, and ensuring all tools, set pieces, and equipment are safely returned to their proper storage locations after use.
- **Physical Requirements:** Comfortably and safely lift up to 75 pounds chest-high, and work confidently at heights of up to 36 feet using a personnel lift.

Communication & Community Collaboration

- **Exceptional Communication:** Serve as a welcoming, professional, and clear communicator when interacting with touring professionals, local artists, and community members.
- **Patience & Mentorship:** Demonstrate patience and excellent interpersonal skills when guiding, training, or giving stage directions to community members and volunteers who may be new to a theatrical stage.
- **Team Alignment:** Maintain a strong work ethic, a willingness to learn, and the agility to follow detailed directions while adapting to the dynamic hours required by a live entertainment schedule.
- **Adaptability:** Fulfill additional production or facility duties as assigned by leadership.