

THE BLACK HILLS
PLAYHOUSE



Position	Weekly salary	Description	Revised 11/21/2022
Production & Company Manager	\$350	Works with the Artistic Director and entire production team to facilitate daily meetings and troubleshoot challenges. Will serve as the company manager by working in tandem with senior management to ensure safety and compliance across the campus.	
Head Electrician	\$450	Responsible for overseeing maintenance of equipment as well as hang, focus, and tech. In charge of maintaining budget for the 4 show season and acquiring any needed equipment, gear or materials. Work with guest designers to realize their designs. Working knowledge of both modern and outdated lighting equipment a must. Leadership and problem solving skills a must. Be able to comfortably manage an assistant during work hours and a crew during strike/load ins. Fulfill other duties as assigned.	
Sound Engineer/Assistant Electrician	\$300	Maintains and operates all sound equipment. Responsible for cueing, EQing and getting sound ready for performance. Sound designs possible.	
Electrician Intern	\$250	Work with staff to hang, focus, strike and maintain lighting design of all shows for the season. Possibly run shows either as a board operator or spot light operator, depending on needs and abilities. Assist Master Electrician with maintenance of lighting and sound equipment. Fulfill other duties as assigned.	
Technical Director	\$650	Oversee, coordinate and supervise all production aspects in a repertory theatre setting. Responsible for meeting design deadlines, shop management, construction drawings, construction schedule, season and show budgets, costing, materials ordering, tool maintenance, facility and crew safety, coordination of all strike/load ins and overseeing scenic construction crew. A high level of organization, time management, and communication skills are a must, in addition a positive attitude, and a desire to teach. The Technical Director will work closely with the Artistic Director, Scenic Designer, Charge Scenic and Production Manager to realize the season's sets. Fulfill other duties as assigned.	
Assistant Technical Director	\$350	Work closely with the technical director to help maintain the fast paced build schedule. Responsible for quality control, construction oversight, some shop management and tool maintenance, some construction drawings, safety and supervising. This position is the eyes and ears of management in the scene shop, and will be asked to assist in supervising the scene shop staff and any other employees who come to work in the space. Good time management, communication, and organization skills a must. Advanced skills in theatrical construction and ability to read technical drawings a must; metals (welding), rigging, and drafting experience a plus. Fulfill other duties as assigned.	
Head Carpenter	\$250	Responsible for some in-shop management and scene shop oversight, safety of shop and crew, tool and shop maintenance, construction and strike/load in assistance as required. Assists TD and ATD in the success of the shop as a whole. This person will be expected to be able to work independently and efficiently at times. Advanced skills in theatrical construction a must; metals, and rigging experience a plus. Must be able to read technical drawings. Fulfill other duties as assigned.	
Carpenter Intern	\$250	Responsible for the build, installation, and changeover of the 4 shows. They should possess the ability to problem solve and work both independently and in teams. Theatrical construction skills are a must, metal and rigging experience a plus but not required. Carpenters may be asked to run 1 or more shows in a season, assignments given based upon production needs. A can do attitude is appreciated in this fast paced work environment. Fulfill other duties as assigned.	
Stagecraft Intern	\$250	Hybrid intern role between the Scene Shop, Paints, & Props. Experience in three areas preferred. May also be required to be on production run crew. Other duties as assigned.	

Costume Shop Manager	\$450	Supervise the costume shop and oversee professional designers to maintain a healthy learning and working environment for the staff. The shop manager works as a mentor to the costume interns, as well as overseeing fittings and maintaining budget work in tandem with designers. High organizational and communication skills are a must to create a schedule for the costume shop staff as well as maintain the shop inventory, and work with designers arriving later in the season. Ordering, budgeting, scheduling, mentoring, advanced knowledge of period styles, stitching, draping, alterations, fittings, and other costume design related skills are preferred in addition to excellent communication skills and leadership abilities. The fast paced work environment presents great opportunities to work with different designers, as well as a positive and enthusiastic team of people. Fulfill other duties as assigned.
First Hand/Cutter/Draper	\$300	The First Hand will work with the Costumer Shop Manager to assist in the realization of a variety of costumes and costume related items as designed by and to the specifications of Costume Designers. Following a professional model, this position will entail, but not be limited to pattern corrections, preparation and cutting of materials for costume construction, fitting and altering costumes and costume related items, supervision and training of crews in the construction of costumes and costume related items, the construction, manipulation and creation of costumes and costume related items, and general facility, shop, machinery and tool maintenance. Fulfill other duties as assigned.
Stitcher	\$250	Stitchers use their knowledge of stitching, draping, alterations, fittings, and designing to assist the Costume Shop Manager and First Hand realize the Designer's design. Stitchers will help maintain costume stock and current and future production wardrobes (do the laundry and make repairs as necessary). Stitchers may also be required to be on production run crew. Fulfill other duties as assigned.
Stitching Intern	\$250	Stitchers will further their knowledge of stitching, draping, alterations, fittings, and designing by assisting the Costume Shop Manager, First Hand, and Stitcher. Stitcher interns will help maintain costume stock and current and future production wardrobes (do the laundry and make repairs as necessary). Stitcher interns may also be required to be on production run crew. Fulfill other duties as assigned.
Head Props	\$350	Maintain and provide all rehearsal and performance properties. Design, build and operate on a budget in an upbeat non-stop environment. Work with all departments of production as well as designers for all 4 shows. Oversee assistants. Maintain a clean shop and properties inventory. Experience in all technical aspects of theatre a plus. Will work alongside the TD and ATD to determine who is responsible for certain pieces. Fulfill other duties as assigned.
Props Intern	\$250	Responsible for aiding the prop manager in the provision and maintenance of all properties for the 4 shows, as well as maintaining a clean shop and properties inventory. Experience in all technical aspects of theatre a plus. May be asked to work as production run crew if needed. Fulfill other duties as assigned.
Charge Artist	\$350	Works closely with the Technical Director to develop a schedule for the painting of each show. The charge artist is responsible for the scenic artist budget and purchase of supplies (either in town or through Technical Director), process, color mixing, samples, designer approval of samples for each of the 4 shows, and implementation of the scenic art. Aides in the instruction of assistants, and oversees paints crew. Fulfill other duties as assigned.
Scenic Artist	\$250	Assists the Charge Scenic with samples, color mixing, and implantation of scenic art. Also may be asked to aide in the instruction of volunteer in this area of technical theatre. May be asked to work as production run crew if needed. Fulfill other duties as assigned.
Stage Manager	\$250	Responsible for taping out set ground plan in rehearsal hall, running rehearsals, communicating the director's wishes to designers and crew through rehearsal reports, making sure everyone involved is notified of rehearsal times, meetings, costume/wig fittings, recording blocking, creating and maintaining prompt book, checking crew and performer attendance at all performances, keeping time and making sure the performance runs as scheduled, call times and cues, oversee and keep the production's artistic integrity, report any necessary changes or repairs through performance reports, and be everything else needed to facilitate a smooth performance. Also, fulfill other duties as assigned.