

DATE	20 th July 2019
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Assistant Technical Director

Reporting to the Technical Director, the Assistant Technical Director will coordinate and assist the Technical Director with administrative, logistical, and organizational support for Technical department. Such duties will include routine management and communication for the office within Technical, Artistic, and Show Support Divisions as well as our partner.

Roles and responsibilities

- Ensure that all aspects of the technical operations department function smoothly during maintenance periods and performances.
- Responsible for the documentation, standard operating procedures, maintenance requirements, and inspection schedule for day and show operations.
- Assist the Technical Director in his/her tasks;
- Work in close cooperation with the production and design team;
- Supervise the drafting team, including staffing, performance and training needs evaluation;
- Plan and organize the drafting team's workload so as to optimize drafting production;
- Research materials and suppliers;
- Conduct research and development of a technical nature;
- Follow up on technical books;
- Circulate relevant technical information between teams;
- Occasionally manage certain project aspects as required;
- Produce technical lists, estimates and submissions;
- Remit data, documents, plans, estimates, technical sheets, supplier lists etc. to the production documentalist during and after the production period;
- Coordinate and track all shipping and receiving for the Technical Department.
- Maintain and enforce all company procedures.

JOB DESCRIPTION

- Create a positive atmosphere for all show personnel.
- Support the Technical Director in creating standards and procedures to manage health and safety systems for all Employees and Artists.
- Act in the position of Technical Director when necessary.
- Other duties as assigned by the Technical Director.

Qualifications

Education

- Required – University Degree

Experience

- 5 years previous experience in a similar role
- Previous experience in an arts/theatrical environment.
- Experience related to theatre construction
- Background in basic finance management a plus.

Skills

- Fluency in English (Written, Spoken) is required.
- Strong competency with Microsoft Office applications is required
- Good organizational and leadership skills and ability to work well under pressure
- Ability to create, implement and work within fiscal budgets.
- Ability to withstand exposure to water and swim with a level of comfort.
- Willing to define, practice and conform to safe working procedures.
- Must have legal authorization to work in the United Arab Emirates
- Must possess problem solving skills and strong interpersonal skills with proven talents in leadership, safety, and teamwork.