

JOB DESCRIPTION for Posting Build Managers Contra Costa Civic Theatre

Contra Costa Civic Theatre (CCCT) in El Cerrito, California, seeks experienced Build Managers. CCCT is a thriving volunteer-based, nonprofit community theatre currently in its 51st year of operation. CCCT produces a five-show season of plays and musicals, and several children's programs. Theatre information can be found at www.ccct.org.

Build Managers are responsible for constructing the sets for our productions, working with the Managing Director to nurture a volunteer workforce, and with directors and designers to ensure top quality productions. Build Managers will supervise work-party construction and other work in conjunction with the Production Manager. The workforce supporting this position will be comprised of theatre volunteers of various skill levels including children in many cases, and a limited number of skilled over-hire resources. Build Managers are responsible for masking all sightlines with input from Artistic Director and Production Manager.

This position will report to the Artistic Director.

Please send cover letter and resume to Derrick Silva at dsilva@ccct.org.

General Responsibilities

The Build Managers at CCCT are responsible for supervising all aspects of scenic construction.

Specific Responsibilities *(including, but not limited to):*

1. Set Construction

Ensure that the show sets are constructed on time and to the satisfaction of the Artistic Director. Build Managers attend all work parties, production meetings and all of the technical rehearsals. Build Managers will complete all tasks according to scenic timeline set by Production Manager. Build Managers will complete all repairs to set during the run of the show.

2. Finances

Advise the Artistic Director and Production Manager of budgetary impact related to set design, and apprise them of the status of the production budget on a regular basis. Establish purchasing procedures with the Managing Director.

3. Production Personnel

In conjunction with the Production Manager, identify volunteers to assist with set construction and facilities maintenance, and coordinate their production and facility-related activities. Identify any special contractors

needed for set construction (i.e. welder, seamstress, etc.) and assist Production Manager and Artistic Director in hiring needed contractors.

4. Facility/Equipment Management

Oversee general facility maintenance and act as the primary contact for CCCT's maintenance agreements. The Build Managers are also responsible for general upkeep of the production facility and equipment through either the execution of small repairs or identifying the need for outside assistance and securing such assistance. Decisions of significance will be shared with the Facilities Committee and the Artistic and Managing Directors.

Qualifications:

The ideal candidate will have a minimum of three years experience as a Technical Director with a broad base of understanding in all aspects of technical theatre, including experience overseeing production calendars and schedules and understanding of the design process both in terms of the needs of the designer and also which designers are appropriate for which projects. In addition the candidate will possess working knowledge of basic computer programs such as Microsoft Word and a detailed knowledge of spreadsheets. Excellent communication skills and the ability to thrive in a family-oriented, volunteer-based organization are essential.

Application Information

See www.ccct.org/participate-jobs.html for the full job description and updates.

This position is part-time and paid according to size of show and skill of Build Manager. Build Managers are an Independent Contractor and receives no benefits and has no right to unemployment benefits.

Interested candidates are invited to submit resume, a minimum of three references and a cover letter describing interest, relevant qualifications and experience via e-mail to Derrick Silva at dsilva@ccct.org, or via post to:

Build Manager Search
Contra Costa Civic Theatre
951 Pomona Avenue
El Cerrito, CA 94530