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# **The Eau Claire Children’s Theatre is a non-profit, volunteer-driven community theatre providing quality theatrical and educational experiences for western Wisconsin residents of all ages. Founded in 1989, the Eau Claire Children’s Theatre is currently celebrating its 25th Anniversary. ECCT has four main areas of programming-**

# **mainstage productions of major Broadway musicals**

# **school matinees of shows based on award-winning children’s literature**

# **touring productions**

# **summer theatre classes**

# **Each season ECCT produces 14-16 shows along with a variety of special events, at two main venues- the 1100 seat State Theatre and the 275 seat theatre owned by ECCT, The Oxford. With annual attendance of 32,000-35,000 patrons and an annual budget of $545,000, the Eau Claire Children’s Theatre is one of the largest community theatres in western Wisconsin. Currently our paid staffing consists of the following positions:**

* **Executive Director**
* **Technical Director**
* **Costume Designer**
* **Outreach Coordinator**
* **Part-time Costume Assistant**
* **Part-time Special Events Coordinator**

**In addition there is a Production Team that consists of the technical staff above and the following positions:**

* **Scenic Coordinator**
* **Scenic Assistant**
* **Lead Artist**
* **Hair and Makeup Designer**
* **Properties Coordinators (2)**
* **Production Manager   
  Production Assistant**

**We are currently taking applications to fill the Technical Director position currently held by Mike Jonas and the newly created Technical Assistant position. More information about ECCT can be found at** [**www.ecct.org**](http://www.ecct.org) **and on our Facebook pages- “ECCT” and “ECCT Tech Productions”. We look forward to receiving your application materials.**

# **EAU CLAIRE CHILDREN’S THEATRE, INC.**

# **POSITION TITLE: TECHNICAL DIRECTOR**

# **I. POSITION OBJECTIVE:** To provide superior technical expertise in the areas of Lighting, Sound and Special Effects for ECCT productions, rentals and special events

# **II. POSITION CHARACTERISTICS:**

# Recruited by: Executive Director

# Salary/Benefits: Annual salary negotiable depending on experience Monthly health insurance stipend provided Monthly cell phone stipend provided Paid vacations, holidays and sick days

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# Schedule: 30-60 hours/week; schedule will flex between daytime, evening and weekend hours depending on ECCT production schedule

# **III. POSITION RELATIONSHIPS:**

# Reports to: Executive Director

# Supervises: Community volunteers, Technical Assistant, Interns

# Coordinates with: Scenic Coordinator, Lead Artist, Properties Coordinator

# **IV. POSITION QUALIFICATIONS:**

* BA/BS in Technical Theatre, Lighting or Sound Design, Tech Ed or related field desired or comparable experience in the field
* Demonstrated lighting and sound design ability
* Knowledge of theatrical lighting and sound reproduction
* Knowledge of theatrical style, conventions and terminology
* Strong oral communication skills
* Background in or appreciation of theatre
* Demonstrated ability to work with volunteers
* Ability to manage several projects simultaneously
* Strong organizational skills
* Ability to work with minimal supervision

# **V. PERFORMANCE RESPONSIBILITIES AND SAMPLE TASKS**

* Design and implement lighting, sound and special effects elements for productions, rentals and special events at The Oxford & offsite locations ie: State Theatre, Zorn Arena, Convention Center
* Train and work with volunteers as part of the running crew for productions
* Perform related maintenance duties on equipment at ECCT and in The Oxford
* Assist with the completion of all scenic requirements for ECCT shows as able
* Assist with IT and related tasks as experience allows
* Other duties as assigned

## VI. HOW TO APPLY

Submit application form from website ([www.ecct.org](http://www.ecct.org)), cover letter and current resume to ECCT by email to [info@ecct.org](mailto:info@ecct.org) or by mail or in person at 1814 Oxford Avenue Eau Claire WI 54703. Application deadline is Monday, November 18. Questions regarding this position may be directed to Executive Director Wayne Marek at [info@ecct.org](mailto:info@ecct.org) or 715-839-8877.

# **EAU CLAIRE CHILDREN’S THEATRE, INC.**

# **POSITION TITLE: TECHNICAL THEATRE ASSISTANT**

# **I. POSITION OBJECTIVES:** To provide assistance to the Technical Director in the areas of Lighting, Sound and Special Effects for all ECCT productions, rentals and special events

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# **II. POSITION CHARACTERISTICS:**

# Recruited by: Executive Director

# Hourly Wage: Negotiable

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# Schedule: Part-time position based on average of 20 hours/week; schedule will flex between evening and weekend hours depending on ECCT production schedule or can be scheduled on an as needed basis following ECCT production schedule

# **III. POSITION RELATIONSHIPS:**

# Reports to: Technical Director

# Supervises: Community volunteers, Interns

# Coordinates with: Scenic Coordinator

# **IV. POSITION QUALIFICATIONS:**

* Working towards or holding a BA/BS in Theatre, Technical Theatre, Lighting or Sound Design desired or related experience in the field
* Demonstrated technical theatre ability
* Knowledge of theatrical lighting and sound reproduction
* Knowledge of theatrical style, conventions and terminology
* Strong oral communication skills
* Background in or appreciation of theatre
* Demonstrated ability to work with volunteers
* Ability to manage several projects simultaneously
* Strong organizational skills
* Ability to work with minimal supervision

# **V. PERFORMANCE RESPONSIBILITIES AND SAMPLE TASKS**

* Design and implement lighting and sound elements for assigned projects
* Work with the Technical Director to train and work with community volunteers on ECCT productions and special events
* Perform related maintenance duties at ECCT and in The Oxford
* Assist with the completion of all scenic requirements for ECCT shows as able
* Provide technical support for all Oxford rentals
* Other duties as assigned

## VI. HOW TO APPLY

Submit application form from website ([www.ecct.org](http://www.ecct.org)), cover letter and current resume to ECCT by email to [info@ecct.org](mailto:info@ecct.org) or by mail or in person at 1814 Oxford Avenue Eau Claire WI 54703. Application deadline is Monday, November 18. Questions regarding this position may be directed to Executive Director Wayne Marek at [info@ecct.org](mailto:info@ecct.org) or 715-839-8877.