



## ABOUT SSTI

For seventeen incredible summers, the Southeastern Summer Theatre Institute has welcomed extraordinary high school theatre students from across the US to beautiful Hilton Head Island, South Carolina for a month-long professional theatre experience that shapes these young people as both performers and people. A staff member at SSTI is more than just an industry professional. You're a mentor, a teacher, and a valued member of a community that values integrity, fun, and passion.

Come see why SSTI *Feels Like Home*.

## ASSISTANT TECHNICAL DIRECTOR

The ideal candidate will be experienced and comfortable with traditional responsibilities that come with an ATD position, including fully participating in the build, daily drafting, and acting as the shop supervisor when needed. The ATD should be fully comfortable with wood construction and have a strong familiarity with counterweight rigging. A candidate with drafting and/or MIG welding experience is preferred. The ATD should also possess the leadership skills needed to serve as a role model for the collegiate and high school students working within their department. This individual will be responsible for working alongside the production manager/education director/TD in the oversight and construction of all technical elements for the summer productions, while creating educational opportunities for our students to 'learn on the job'.

Additionally, the individual, under supervision of Production Manager and TD will:

- Oversee the safe and timely build, run, and strike of the season's productions and any special events.
- Attend planning and pre-production meetings in the form of a series of conference calls in the spring.
- Collaborate on daily job assignments including allocation of student labor as needed to complete the tasks at hand. Tech students will rotate between departments in order to provide a well-rounded experience.



## ASST. TECHNICAL DIRECTOR (CONTINUED)

- In conjunction with with supervisors, ensure clear communication between departments regarding deadlines, expectations, and realities, while seeking a common ground where everyone is respected and heard.
- Be skilled in drafting (Autocad or Vectorworks), not only to facilitate the production needs, but also to answer questions and present demonstrations to the students.
- Work with the TD and Production Manager to manage shop inventory and budget; anticipating needs, and ensuring that orders are placed in a timely fashion to prevent production delays, and unnecessary shipping expenses.
- In conjunction with the Technical Director, oversee safe rigging of all scenic elements to counterweight fly system. Train staff and students in operation of system.
- In conjunction with the Technical Director, oversee safe operation of all scene shop equipment. Work with Staff to design and enforce safety protocols for staff and students.
- Be skilled in welding, overseeing safe metal working practices as needed based on production demands.
- Expert-level carpentry skill, including a second-nature familiarity with bestpractices for safety and stability.
- Maintain shop tools in good working condition. Work with Production Manager/Producer to order new tools as needed.

## THE DETAILS

Contract Dates: May 22 - August 7, 2025

Contract Salary: \$7,000, paid in weekly W2 installments.

Company additionally provides:

- Private bedroom housing
- Travel stipend or round trip air
- Weekly gas stipend, if driving
- Nightly dinners, when students in session



## To Apply:

To be considered for a position at SSTI, please email the following materials with your name and the job title in the subject heading of the email to:

**[jobs@SummerTheatreInstitute.com](mailto:jobs@SummerTheatreInstitute.com)**

- Resume with three references (with email addresses)
- Portfolio or website (if applicable)

Interviews for Summer 2025 will begin on December 20th and will continue until all positions are filled. The job links will be deactivated on our website once the position has been contracted for Summer 2025.

Please direct all questions to [jobs@SummerTheatreInstitute.com](mailto:jobs@SummerTheatreInstitute.com).

SSTI is committed to creating an equitable, diverse, and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.



## IMPORTANT NOTES:

We want everyone applying and scheduling an interview with SSTI to have the most complete information, as both a resource and time-saver. Here are some important answers to questions that you might have ahead of applying:

### **Animal Policy:**

Pets are not allowed within the housing rented by SSTI in the summer. Documented service animals that are trained to aide you in the performance of a specific task are allowed. The service animal must additionally be trained to attend work daily in the name of assistance to the user.

Further clarity, from a pet loving company: our housing is 25 minutes away from our island theatre *without* bridge traffic (hence, your gas stipend.) Our daily schedule is built to minimize time in traffic. There is no realistic (or humane) way for an animal to 'stay at home' during the work day as we get into longer days of tech. With traffic during meal break times, there is no viable option to 'run home' to care for an animal. Additionally, as we are located in a top tourist destination during the summer, finding independent housing has proven to be unaffordable for staff seeking alternatives in previous years.

### **Schedule Flexibility:**

For most positions, there is very little flexibility for late arrivals or early dismissals. Within the term of the contract, occasionally a 24 hour trip for a large life event (like a wedding) can be considered, but we are seeking staff members available to dedicate the time specified in the job posting.

### **Do I Need a Car?**

75% of our staff routinely bring their vehicles every summer. This means that someone is *always* headed to the theatre when you need to be going, either a fellow staffer or one of the student transport vans. A personal vehicle is great for a degree of autonomy, but not required.



# SAMPLE SUMMER SCHEDULE:

In a similar vein as the previous questions, it's important that perspective staff members have a grasp of the scope of work for a summer at SSTI. While it's not a traditional summer stock schedule with 5+ productions and overnight calls, it is similar in the pacing and stamina required of all staff members.

**MAY 2024**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

*\*This is an overview calendar and is highly subject to change. Please refer to weekly and daily calls for the most up to date information\**

**JUNE 2024**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

*\*This is an overview calendar and is highly subject to change. Please refer to weekly and daily calls for the most up to date information\**

**JULY 2024**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

*\*This is an overview calendar and is highly subject to change. Please refer to weekly and daily calls for the most up to date information\**

**AUGUST 2024**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*\*This is an overview calendar and is highly subject to change. Please refer to weekly and daily calls for the most up to date information\**



# SAMPLE WEEKLY CALLS:



## STAFF Weekly Schedule

Monday, July 17 - Sunday, July 23



	Monday 7/17	Tuesday 7/18	Wednesday 7/19	Thursday 7/20	Friday 7/21	Saturday 7/22	Sunday 7/23
<b>Theme Day/Notices:</b>			<b>Theme Day: Squad Day</b>		<b>T-Shirt Friday, TBD Designer Run</b>	<b>Beach/Barbie Day</b>	<b>Orchestra Load In and Evening Sitz</b>
<b>Staff Day Off:</b>	Kathy, Marie, Kelsey, Rick, Elie, Shea	Colby	Robbie, Naihla, Madi	Augusta, Camille		JP, Matt G, Evan, Annalise, George, Allison	
<b>Swing RA Covers:</b>	Naihla	George		Kelsey		Kelsey, Naihla	
<b>Hometown Display:</b>	George, JP, Claire A, Claire D	Kathy, Madi, Coco, Cody, Eli	Marie, Matt I, Lindsay, Lizzie C, Favor	Rick, Robbie, Georgia C, Ike, Jilayne	Shea, Jill, Josiah, Kaitlyn	N/A	Madison, Keller, Jenna, Kiersten, Lacey, Lily
<b>Staff Interviews:</b>	Christian, Madi	Kathy					
<b>Notes:</b>							



## STAFF Weekly Schedule

Monday, July 17 - Sunday, July 23



	Monday 7/17	Tuesday 7/18	Wednesday 7/19	Thursday 7/20	Friday 7/21	Saturday 7/22	Sunday 7/23
<b>Company Notices:</b>	<b>Scenic Late Night</b>	<b>Scenic Late Night</b>		<b>Lighting / Scenic 8am call, all others 10am call</b>	<b>Lighting Sound Late Night</b>	<b>Lighting Sound Late Night</b>	
<b>Staff Arriving:</b>							
<b>Staff Departing:</b>							
<b>Circle Time/Call Time:</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>
<b>Start of Work Call</b>	10:15am	10:15am	10:15am	10:15am	10:15am	10:15am	10:15am
<b>Lunch</b>	1:00pm	1:00pm	12:45pm	12:45pm	1:00pm	1:00pm	12:45pm
<b>Afternoon Call</b>	<b>2:00pm</b>	<b>2:00pm</b>	<b>1:30pm</b>	<b>1:30pm</b>	<b>2:00pm</b>	<b>2:00pm</b>	<b>1:30pm</b>
<b>Circle Time/ Provided Dinner</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>
<b>Production Meeting</b>	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm
<b>Break</b>	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm
<b>Evening Call</b>	7:00pm	7:00pm	N/A	N/A	7:00pm	7:00pm	N/A
<b>End of Day</b>	<b>10:00pm</b>	<b>10:00pm</b>	<b>6:15pm</b>	<b>6:15pm</b>	<b>10:00pm</b>	<b>10:00pm</b>	<b>6:15pm</b>