



## ABOUT SSTI

For eighteen 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 27 - August 6, 2026

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.

**\*Important Note:** the Junior week shown in the 2025 sample below is not present in our 2026 schedule, and the contract timing shifts back by one week as a result.

SOUTHEASTERN Summer Theatre INSTITUTE      **M A Y**      **2 0 2 5**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				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
First Day in Venue				Staff Arrival Day #3		Creative Team Arr.

SOUTHEASTERN Summer Theatre INSTITUTE      **J U N E**      **2 0 2 5**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
Staff Orientation	Student Arrival Day Company Dinner	First Day with Students!				Press Photocall
8	9	10	11	12	13	14
Essentials Arrives	Essentials Begins					
15	16	17	18	19	20	21
Orchestra Set Up Evening Sitz for Sound	Tech Begins				9 to 5 Opening Night	Essentials Departs Photocall
22	23	24	25	26	27	28
9 to 5 Performance #3 OUU Talkback	Masterclass Week Begins			Dress Rehearsal	9 to 5 Performance #4 Ice Cream Social	Spotlight Presentations Photocall 9 to 5 Performance #5
29	30					
9 to 5 Closing Student Departure Strike						

SOUTHEASTERN Summer Theatre INSTITUTE      **J U L Y**      **2 0 2 5**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9 to 5 Closing Student Departure Strike		1	2	3	4	5
		SSTI Junior Begins				SSTI Junior Ends
6	7	8	9	10	11	12
Creative Team Arr.	Student Arrival Day	First Day with Students!				
13	14	15	16	17	18	19
Press Photocall						
20	21	22	23	24	25	26
Orchestra Set Up Evening Sitz for Sound	Tech Begins			Anything Goes Opening Night Opening Night Party	Photocall AG Performance #2	
27	28	29	30	31		
AG Performance #3 OUU Talkback	Masterclass Week Begins			Dress Rehearsal		

SOUTHEASTERN Summer Theatre INSTITUTE      **A U G U S T**      **2 0 2 5**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					AG Performance #4 Ice Cream Social	1 Spotlight Presentations Photocall AG Performance #5
3	4	5	6	7	8	9
AG Closing Student Departure Strike	Strike and Restore	Strike and Restore	Strike and Restore	Strike and Restore 2pm Staff Departs		
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



## 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
Theme Day/Notices:			Theme Day: Squad Day		T-Shirt Friday, TBD Designer Run	Beach/Barbie Day	Orchestra Load In and Evening Sitz
Staff Day Off:	Kathy, Marie, Kelsey, Rick, Elie, Shea	Colby	Robbie, Naihla, Madi	Augusta, Camille		JP, Matt G, Evan, Annalise, George, Allison	
Swing RA Covers:	Naihla	George		Kelsey		Kelsey, Naihla	
Hometown Display:	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
Staff Interviews:	Christian, Madi	Kathy					
Notes:							



### 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
Company Notices:	Scenic Late Night	Scenic Late Night		Lighting / Scenic 8am call, all others 10am call	Lighting Sound Late Night	Lighting Sound Late Night	
Staff Arriving:							
Staff Departing:							
Circle Time/Call Time:	10:00am	10:00am	10:00am	10:00am	10:00am	10:00am	10:00am
Start of Work Call	10:15am	10:15am	10:15am	10:15am	10:15am	10:15am	10:15am
Lunch	1:00pm	1:00pm	12:45pm	12:45pm	1:00pm	1:00pm	12:45pm
Afternoon Call	2:00pm	2:00pm	1:30pm	1:30pm	2:00pm	2:00pm	1:30pm
Circle Time/ Provided Dinner	5:45pm	5:45pm	5:45pm	5:45pm	5:45pm	5:45pm	5:45pm
Production Meeting	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm
Break	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm
Evening Call	7:00pm	7:00pm	N/A	N/A	7:00pm	7:00pm	N/A
End of Day	10:00pm	10:00pm	6:15pm	6:15pm	10:00pm	10:00pm	6:15pm