

Technical Director

Full-time, exempt position

The Technical Director has the daily responsibility for the supervision and implementation of all production elements including lighting, sound, set design and construction. The TD works closely with each show's production team to execute the vision of the performance. This person must be able to effectively recruit, train, and lead volunteers.

Duties & Responsibilities:

- Ensures smooth operation of the technical aspects of all productions including the build, load-in, and strike
- Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates
- Advises the Artistic Director and production team on the technical specifications, feasibility, costs, and usage of technical equipment required for each individual show
- Operates, maintains and safeguards the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities
- In collaboration with the Scene Shop Supervisor, supervises and assists with set and stage construction and management, including the creation of the build schedule
- Schedules and supervises the implementation of technical designs, including lighting and sound
- Reads and interpret blueprints, drawings and plots, supplementing design work as needed
- Assists guest designers with technical matters and provides them with necessary documentation such as lighting plots and inventories
- Assists with the preparation of and manage technical operation budgets; maintains inventory and order specialized supplies
- Purchases, leases and/or borrows equipment as needed, within specified budgetary limits
- Works with the Scene Shop Supervisor to recruit, train, and assign crew volunteers for individual shows; coordinates paid technical staff for individual shows or rentals.
- Orients facility renters and visiting productions to safety, technical characteristics, and other areas of facility operations.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Makes recommendations to the Executive Director regarding capital purchases of technical equipment and facility maintenance
- Attends technical week rehearsals and production meetings in order to supervise and assist in the technical aspects of the mounting the show.
- Other duties as assigned

Skills & Qualifications:

- Excellent research, written and oral communication skills
- Must have attention to detail and ability to work independently on projects
- Individual must be organized with ability to multitask, excellent time management skills are a must
- Bachelor's degree in theatre arts or a related field preferred
- Experience working with volunteer casts and crews of all ages
- Working knowledge of technical theatre, including sound, lights, and set construction

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