



Sample Job Description for Technical Director

Please note that job descriptions vary considerably from theatre to theatre. This one is based on an actual job description for a community theatre technical director, and should be edited to match the needs of a particular company.

Poorhouse Players

Technical Director Job Description

Reports to: Artistic Director, with evaluations at the end of each season

Hours: Full-time (40 hours); some nights and weekends

Job Summary: The Technical Director is primarily responsible for supervision and implementation of all production elements (lighting, sound, set design and construction, etc.) of all Jubilee productions. The Technical Director ensures safe-working practices, provides minimal production management for the use of the theatre spaces by outside groups and facilitates repair and maintenance of the theatre resources and equipment. Key to this is a strong work ethic centered on excellent organizational skills and the ability to develop and maintain positive, collaborative relationships and communications with all artistic parties (designers, actors, etc.), as well as administrative staff, board members, and volunteers.

Duties and Responsibilities

- Oversees and implements the company's production elements, including build, paint, props, maintenance and strike
- Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances in advance of production dates
- Advises Artistic Director and Managing Director on the technical specifications, costs and usage of technical equipment required for the individual show
- Designs, supervises and assists with set and stage construction and management
- Reads and interpret blueprints, drawings and plots, supplementing design work as needed
- Completes construction of all scenic design elements within the designated time period as determined by the overall production schedule
- Designs, sets up, maintains and operates sound, lighting, stage and other technical equipment and systems
- Ensures smooth operation of the technical aspects of all productions
- Oversees board operation during performances
- Assists with the preparation of and manage technical operation budgets; maintain inventory and order specialized supplies
- Purchases, leases and/or borrows equipment as needed, within specified

budgetary limits

- Makes recommendations to the Managing Director regarding capital purchases of technical equipment
- Ensures that invoices for payment and/or receipts for disbursement, with respect to authorized expenditures, are promptly submitted being proficient and efficient with all expenditures made within the budget
- 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
- Maintains current knowledge of all equipment and supervises training on all equipment
- Helps recruit, manage and retain stagehand volunteers
- Develops, implements and monitors policies to ensure a safe work environment in the back stage and stage areas
- Attends required production meetings
- Serves as Building Supervisor after normal hours of operation, or during assigned productions and rental events
- In conjunction with the Artistic Director, develops the yearlong production calendar detailing all rehearsals, materials acquisition, set build, tech, strike and all other related production task
- Oversees management of all load-in materials, and return of borrowed items.
- Develops and maintains relationships with local designers, builders, & colleges with technical training programs
- Provides an annual technical inventory of all equipment with recommendations for replacement, or refurbishment
- Stays abreast of new technology and software relative to lighting and audio engineering.
- Additional duties as assigned by the Artistic Director

Qualifications

- Ability and knowledge (including familiarity with ADA and OSHA compliance)
- to handle multiple, simultaneous tasks in a timely manner
- Collaborative attitude
- Heavy-lifting abilities
- Competent, working knowledge of theatrical equipment, design tools and software.