



# Ocala Civic Theatre

## Technical Director

### Position Summary

We're seeking an experienced, collaborative, and solutions-driven Technical Director to join our producing theatre team and take ownership of the full production pipeline, from first read to final strike. Ocala Civic Theatre is a professionally produced, community-driven theatre and one of the largest and most respected theatres in the state and nation, producing a full season of plays, musicals, educational programming, special events, and community engagement initiatives. This is a build-and-lead position — not just a run-the-shop job.

Our venue is a 352-seat proscenium theatre with a full-fly house and fly system, supporting ambitious productions and a fast-paced production environment. The Technical Director oversees the theatre's technical operations, including scenic construction, lighting, sound, projections, facilities coordination, and production logistics, while fostering a professional, safe, and artistically supportive environment.

This position collaborates closely with artistic staff, designers, directors, production teams, volunteers, guest artists, and facility personnel to ensure productions are executed safely, efficiently, and at a high artistic standard.

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## Key Responsibilities

### Production Management

- Oversee all technical aspects of productions, events, rentals, and special programming.
- Develop production timelines and oversee scenic construction, load-ins, strikes, and technical rehearsals.
- Interpret scenic and technical designs and determine practical execution within budget and schedule constraints.
- Coordinate and supervise lighting, sound, projections, rigging, and backstage operations.
- Attend production meetings and collaborate with directors, designers, stage managers, and production staff.

### Shop & Facility Oversight

- Maintain theatre spaces, scene shop, backstage areas, tools, equipment, and technical inventory.
- Ensure compliance with safety standards and best practices.
- Monitor production budgets and recommend cost-effective solutions.
- Coordinate equipment maintenance, repairs, and purchasing.

## **Leadership & Collaboration**

- Supervise technical staff, overhire crews, volunteers, interns, and production personnel.
- Foster a positive, respectful, and team-oriented culture.
- Train and mentor volunteers and emerging technicians.
- Communicate clearly and professionally across departments.
- Experience working with community theatre volunteers strongly preferred.

## **Technical Operations**

- Draft or oversee technical drawings, build plans, and production paperwork.
- Read and interpret technical drawings, plots, and design paperwork, and generate accurate construction plans, build paperwork, and material orders for production execution.
- Collaborate on long-range production planning and season budgeting.
- Manage scenic construction and installation.
- Coordinate technical requirements for visiting artists, rental clients, and community events.
- Troubleshoot technical challenges quickly and effectively.

## **Education & Community Engagement**

- Assist with educational programming, camps, workshops, or student productions.
- Support the theatre's mission of community engagement and arts accessibility.

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## **Qualifications**

- BA/BFA in Technical Theatre, Production Management, Theatre Design/Technology, or a related field required; MFA preferred.
- Demonstrated experience in technical theatre production, scenic construction, or production management.
- Strong working knowledge of theatrical lighting, sound, rigging, carpentry, and backstage operations.
- Strong organizational, leadership, and communication skills.
- Strong project management skills, including time management, scheduling, prioritization, and team leadership, are essential.
- Ability to manage multiple deadlines and productions simultaneously.
- Experience supervising crews, volunteers, or educational programs preferred.
- Familiarity with ETC lighting systems, QLab, Vectorworks, AutoCAD, or related software is a plus.
- Ability to lift 50 lbs., climb ladders, work at heights, and work evenings/weekends as production schedules require.

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## **Ideal Candidate**

The ideal candidate is calm under pressure, highly collaborative, artistically minded, and technically resourceful. They thrive in a hybrid professional/community theatre environment and value professionalism, accountability, mentorship, volunteer engagement, and creative problem-solving while helping maintain a healthy, productive production culture.

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## Compensation

- \$49,000-\$52,000/year
- Additional details regarding benefits, schedule, and contract structure will be discussed during the interview process.

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## Location

Ocala, FL

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## To Apply

Please submit:

- Resume
- Cover letter
- Portfolio or production photos (if available)
- Three professional references

Applications should be sent to:

Janice Kirk, Executive Administrator

[jkirk@ocalacivictheatre.com](mailto:jkirk@ocalacivictheatre.com)

Position open until filled.

Ocala Civic Theatre is an Equal Employment Opportunity organization. All qualified candidates will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender, gender identity, age, national origin, ancestry, citizenship, protected veteran or disability status, or any other factor prohibited by law.

[www.thecivic.org](http://www.thecivic.org)