



Lawton Community Theatre, Lawton, Oklahoma

Position Title: Technical Director

Salary: \$30,000 to \$32,000 based on experience. This is a full-time position.

Duties and Responsibilities:

- Determines the required technical support necessary for performances presented by LCT in advance of production dates.
- Coordinates with the performance Director to support the artistic vision for the production; develops effective deadlines and schedules for technical aspects to support production timelines; participates in production meetings.
- Designs, sets up, maintains, and operates lighting and sound systems for theater, dance, music, and other productions and projects; assists guest designers and artists with technical matters.
- Designs and constructs the stage set that ensures the safety of artists, stage crew and audience; oversees stage set strike.
- Recruits, trains, supervises volunteer stage crews.
- Arranges for repair and replacement of stage equipment within budgetary constraints; performs maintenance on equipment as coordinated with the Managing Director.
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
- Maintains inventory records of materials, supplies, and equipment.
- Performs minor facility maintenance duties, to include installing water mitigation devices (door dams) in case of potential flooding, under the direction of the Managing Director.
- Responsible for maintaining backstage and stage to include resolution of safety issues to assure compliance with all related safety and health codes.
- Completes other duties and responsibilities as assigned by the Managing Director.

Schedule: Daily and weekly schedules will be managed to average a 40-hour work week. Flex-time will be used to adjust to the normal demands of theatrical productions. Assignment will include daytime evening and weekend schedules as well as week day assignments. This flex-time will be coordinated with the Managing Director and approved each month with daily adjustments as required. The Technical Director reports directly to the Managing Director.

Preferred Education: BA/BFA Theatre/Drama from a regionally accredited college or university.

Minimum Experience: Two (2) years as Technical Director or four (4) years as Assistant Technical Director in community theatre or college theatre. Work experience to include set design, construction, and coordination, directing and training volunteers. Considerable experience in designing and constructing sets, lighting design, and audio system operation are required.

Preferred Experience: Same requirements as above, with four (4) years as Technical Director in community theatre or college theatre. Demonstrated capability to maintain and repair equipment and facilities.