



Position Description

Position Title: Technical Director
Reports to: Artistic Director (Interfaces with Production Manager)
Supervises: Technical Coordinator, Audio Director, Costume Director, and occasional volunteers

Position Summary:

The Technical Director (TD) has daily responsibility for coordinating and overseeing with colleagues the technical operations of the theatre including lighting, sound, set design and construction, costuming, and facilities maintenance. This position requires skills in multiple creative and analytical fields. The TD collaborates with technical staff and other colleagues, has staff supervisory responsibilities and reports to the Artistic Director (AD).

Required Qualifications:

- BA/BFA and at least five years' experience in technical theatre within theatrical productions.
- Thorough understanding of all aspects involved in technical theater, including construction, lighting equipment, rigging, and sound. Must possess strong management skills.
- Experience in all aspects of technical production, management, budgeting, and scheduling. Extensive experience managing people. Valid Florida driver's license.

Basic Qualifications & Skills:

- Clearly communicate progress to creative teams and management.
- Ability to multi-task and complete multiple projects quickly and efficiently, with strong time management skills
- Diplomatic, tactful, and customer-focused, with a professional manner and ability to interact positively with staff, patrons, volunteers, and clients.
- Accommodate a flexible schedule, including ability to work evenings, weekends, and holidays if necessary.
- Facility with Word, Excel, Outlook.
- Ability to engender a positive workplace environment. Problem solver with creative and innovative solutions.

Hours:

Minimum of 40 hours per week.

Hours: Generally, 9:00 am-5:30 pm daily. May work irregular and extended hours, including weekends and evenings.

Two (2) days off per week will vary and not necessarily be back-to-back depending on the theater's technical schedule.

Primary Responsibilities:

- Operate, maintain, and safeguard the technical assets of the theatre, including lighting, sound, communications equipment, and the use and maintenance of stage facilities.
- Determine, in conjunction with the AD and play production team, the necessary support and hiring required, i.e., lighting, sound, staging, and special needs necessary for events and performances presented at various venues as determined by the AD in advance of production dates.
- Advises the AD, production designers and director on the technical specifications and usage of technical equipment required for individual productions.
- Supervises and/or assists, as needed, with set and stage construction and management. Knowledge of the tools and equipment needed to safely perform these tasks is required.
- Provides safety training and an orientation walkthrough of the scene shop equipment and operation to technical



staff (short term/long term) and volunteers.

- Monitors and/or maintains (if applicable) the condition of equipment of facilities. This includes lighting, plumbing, sound, tools, and ancillary items such as air conditioning and garage doors. Arranges for preventive maintenance and repair and/or replacement of those items within budgetary constraints.
- Consults with the AD and Production Manager on the preparation and control of production budgets. Maintains inventory and orders specialized supplies.
- Monitors Tech Week rehearsals to supervise and/or assist in the technical aspects of mounting a show. With other technical staff, monitors the sound, lighting, and set during the run of the show to make repairs or replacements (if required). Attends, plans, and supervises technical aspects of strike at close of the run of the show.
- Makes recommendations to the AD and Production Manager regarding capital purchases of technical equipment.
- Assists in setting a production schedule, specifically with regards to design deadlines, construction deadlines, load-in and load out deadlines. Must meet all deadlines to not impact the opening of a production.
- Orients facility renters and visiting productions to safety, technical characteristics, and other areas of facility operations. May be on hand during the rental period to monitor the safety and safe use of the facility and equipment.
- Reviews set designs and construction drawings for safety, budgetary limits, and staging constraints. Offers alternative suggestions when design elements are unsafe or impractical.
- Establish and maintain effective working relationships with representatives of various groups, vendors, co-workers, and others.
- The TD position is part administrative and part hands-on, is expected to work with the technical crew during set construction, lighting setup, and scenic painting, and may be called upon to design sets and/or lighting for productions.

Must be able to:

- Speak fluent English.
- Remain in a stationary position 50% of the time.
- Move about accessing file cabinets, supplies, office machinery, tools, and equipment.
- Occasionally ascends/descends a ladder and/or stairs.
- Often operate a computer and other office, and job productivity machinery.
- Exchange accurate verbal and nonverbal communication and legible written information.
- Occasionally move/carry supplies and equipment up to 100 lbs.
- This job description is subject to change at any time.