

TECHNICAL DIRECTOR – Full time

Reports to the Artistic Director

The Technical Director is responsible for purchasing construction materials, supervising the building of scenery, transporting set pieces from the shop to the theatre stage, mounting the scenery onstage, overseeing the work of the scenic crews during rehearsals and performances, and maintaining the shop's equipment and supplies. To order the materials and build the scenery the Technical Director reads scale plans supplied by the Scenic Designer. These drawings may have to be supplemented with plates that the Technical Director draws that show the construction details and techniques that will be used to build the scenery.

Expectations

1. Meet with the Set Designer to receive and discuss designer drawings, and any other special considerations that your show or the shop may need.
2. You must attend all production meetings. During these meetings you will discuss the progress of the build as a whole and the show budget.
3. Help the Artistic Director or show Director with the scheduling of rehearsal spaces.
4. Attend the designer run, as this will give you an idea of what the designer is trying to create and help you when you start to think about the construction.
5. Work through the drawings and create a scenic component break down. At this point you should complete a structural analysis of all set pieces.
6. After you have isolated the components of the show begin to think about their construction and the materials that you will need. Compile a list of all materials.
7. Meet with the Artistic Director to discuss these choices and the desired format of the cost-out.
8. Contact vendors and get current prices on all materials needed. Complete cost out.
9. If the set is over budget, the Scenic Designer and Technical Director will discuss with you ways to cut the cost of the show or other materials that will be cheaper. Once the set is under budget and meets the approval of both the Scenic Designer and Artistic Director you will be given permission to proceed.
10. Submit all material orders to the Artistic Director including delivery dates and any other specifics that you may have as well as all receipts for all items purchased.
11. Verify the quantity and quality of all material shipments received.
12. Meet with the Assistant Technical Director and props master to discuss a build schedule. This schedule will include scenery or properties start, finish, paint, and complete dates. This only includes properties that will need shop assistants in accomplishing. It is important that all shops are on the same page and continue to communicate as things often get behind and sometimes can get ahead.
13. Create working drawings for each scenic component specifying the way you would like it constructed. Meet with the Scenic Designer to discuss all working drawings before they go to the shop for construction. The construction drawings must have the Scenic Designer's approval before anyone will begin to construct them. Construction drawings should be clear and communicate all information to correctly build each unit.
14. Be at the shop on time every workday to answer questions that arise and help with the build. Clearly walk through the workday with the shop staff. Distribute daily tasks, as they are there all day to ensure the timely construction of your show, and your schedule may not allow you to do the same. Coordinate with other scenic production team members as needed.
15. Once primary construction is finished and the show is loaded in, concentrate on set dressing and detail work.
16. Attend crew watch night to perform a walk-through with stage management and the cast. During this walk-through you will give them the "cans and can not's" of the set. Be specific and point out everything they should watch for.
17. Attend all tech rehearsals. Every night before call, work through the additions and deletions with the Stage Manager, so that they can inform the cast.

18. Take specific and detailed notes during tech rehearsals. Sit near the scenic designer or meet with them afterwards to get their notes as well.
19. At the end of each tech rehearsal there will be a production meeting to discuss the needs of every department. This will allow the production team to gauge the schedule for the next workday. Record the schedule that is decided.
20. After this meeting, meet with the scenic designer and departmental technical director to verify notes and then prioritize. Remember all actor impedance and safety notes must go to the top of the list. Ensure that they are organized in a way that you can take care of the designer's priorities as well.
21. Discuss the next workday with the shop department, and email or leave a typed list of your notes with them. Take time to discuss every note in detail so that it may be accomplished during the limited workday. Be specific.
22. Once the build is complete, meet with the shop staff to discuss strike. Decide what will be saved and what will be thrown away, along with specific storage needs.
23. Meet with production team members to create a strike schedule that will allow for everyone's needs. Depending on the production calendar you may need to include members of the next production as well.
24. Supervise the strike of the set. Strike is complete once the departmental Technical Director approves the space.
25. Staff the booth positions, spotlight operators, and deck crews for the run of a show.
26. Hire in conjunction with the Artistic Director show designers.
27. Maintain the shop, building lighting, and basic building maintenance like fixing restroom leaks, etc.
28. Other duties as assigned by the Artistic Director.