



TITLE: Technical Director	Full Time : \$ 36,000 - \$ 42,000
REPORTS TO: Production Manager	HIRE DATE:
SUPERVISES: Assistant Technical Director and Other Technical Staff	

SUMMARY DESCRIPTION: The Technical Director has the responsibility for the technical operations of the theatre including lighting, sound, set design and construction, and coordinating necessary maintenance.

RESPONSIBILITIES OF THIS AREA:

- Operates, maintains, and safeguards the technical assets of the theatre, including supervising the use, set up, and maintenance of lighting, sound, communications equipment, and stage facilities. May act as a designer or operate lighting and sound systems for various productions and projects.
- Oversees the successful engineering, construction, installation, and strike of scenic elements for all productions.
- Determines the necessary technical supports such as lighting, sound, staging, or other special needs for all events and performances presented at the facility in advance of the production dates.
- Communicate proactively with the Production Manager, designers, directors, stage managers, and guest artists to ensure safe and appropriate implementation of all technical designs. Advises the Production Manager and production team on technical specifications, cost, and usage of technical equipment required for each show.
- Interpret design drawings and create all necessary construction drawings.
- Create, establish, and communicate build schedules for the Scene Shop, including scheduling personnel to accomplish all projects. Collaborate with the Assistant Technical Director on construction schedules for all technical elements and properties.
- Supervises Scene Shop staff of varying skill levels in constructions and installation of scenic elements. Assists in recruiting, training, and assignment of paid technical staff, interns, and volunteers for all shows. Oversees the safety of all those working onstage and in the Scene Shop by ensuring that personnel are properly trained in the correct operation and usage of all tools and production equipment, and use appropriate personal protective equipment while working in the shop, during load-ins, techs, and strikes.
- Works with the Production Manager to schedule and train stagehands/running crews for all shows.
- Attend and participate in all scheduled departmental meetings, production meetings, and technical rehearsals in order to advise, supervise, and assist in the technical aspects of the production.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; and performs preventative maintenance on equipment. Works with Production Manager to arrange for the repair and replacement of equipment within budgetary constraints.
- Makes recommendation to the Production Manager, Managing Artistic Director, and CEO regarding capital purchases of technical equipment.
- Maintains inventory and orders all necessary materials and supplies in a timely manner. Tracks deliveries and purchasing paperwork, submitting invoices, receipts, and expense reports in a timely manner to the Production Manager.
- Research, acquire, and maintain MSDS for products used or stored in the Scene Shop.
- Provides support for special events, company projects, and Education productions as needed.
- Other duties as assigned.

REQUIREMENTS:

- Mastery of wood and metal scenic construction and fabrication techniques; experience in scenic engineering and rigging.
- Computer drafting proficiency in Vectorworks, AutoCAD, Sketchup, or similar rendering software.
- Bachelors of Arts in Technical Theatre or five years of experience working in technical theatre for professional or educational theatre productions. Master's degree preferred.
- Minimum of 2 years professional experience in Technical Direction or equivalent.
- Excellent interpersonal, organizational, collaborative, communication, and leadership skills.
- Proven ability to motivate, manage, train, and coordinate staff members of varying proficiency levels.
- Ability to lift 50 pounds safely and independently.
- Demonstrated experience working on multiple productions within tight timelines and budgets.
- Demonstrated knowledge of industry and OSHA safety standards and practices.
- Familiarity with proper maintenance and usage of all shop equipment and hand tools.
- Valid driver's license with clean driving record and experience loading, unloading, and driving a 24 foot truck.
- Ability and willingness to work long days with irregular schedules and maintain a positive attitude.

To apply please email sweber@magiktheatre.org with a cover letter, resume and three references.