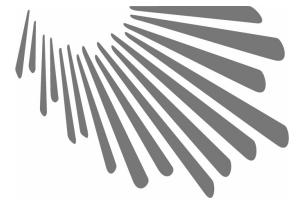


DaySpring Arts & Education

Technical Director *Job Description*



Report to: Producer

Hours: 20 hr. per week

About DaySpring

DaySpring Arts & Education is a non-profit organization located in Maryland Heights, with two divisions: the School of the Arts and an Accredited Pre-K through 12th grade Christian Academy. We have a unique and creative environment where students become well-equipped in the discipline of the performing and fine arts as well as skills in academics.

Position Summary

The Technical Director is responsible for managing all technical aspects of DaySpring's youth productions. This would include management of contractors for productions and maintaining shop and theatre space. The Technical Director could additionally design various technical elements of our productions, including set, lighting, sound, etc. The role would work with our student tech crew on productions as well.

To apply

Please email resume to producer@dayspringarts.org

Roles

- Lead technical person for productions.
- Working with director to coordinate with technical designers for productions.
- Communicating with technical personnel for cohesive design and execution.
- Practice safety on sets and in shop.
- Organizer of DaySpring theatrical inventory for use in productions.
- Supervisor of students, parents, volunteers during set build, operation, and strike.
- Communicator on technical progress to producer, director, and tech teacher.
- Supervisor of load-in and strike.
- Manage shop space, technical equipment, and Black Box theatre space.

Responsibilities

- Attend all meetings for production; concept, initial design, follow up design, budget, set in process, paper tech, post mortem
- Work with Producer and technical personnel to manage budget for technical aspects of production
- Acquire necessary tools and supplies for use in furnishing productions
- Assist in execution of necessary technical support, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates.
- Coordinate the build, transportation and installation of theatre set including lighting, and props for the show.
- Assists guest designers with technical matters.
- Advise Producer and all designers on the technical specifications, costs and usage of technical equipment required for the individual show, and supervises the implementation of approved technical designs.
- Run the technical aspects of stage management and the crew during shows
- Communicate to Producer items that are needed for inventory and other items needed for use in production
- Meet with Tech Teacher to coordinate student involvement
- Communicate with tech parents/students and volunteers about load in, tech week, performances and strike.
- Meet with outside theatre venues going over schedules, tech equipment, policies and procedures of theatre, and maintain communication with staff of venue.
- Maintain clean shop and return shop back to original condition at the end of each production