DaySpring Arts & Education

Technical Director *Job Description*

Report to: Producer

Hours: Commensurate with production

Pay: Salary commensurate with experience between $28,000-$32,000 with PTO

The Technical Director is responsible for all technical aspects of DaySpring productions. He/she leads the planning, execution, control and technical components of theatre operations.

Roles

- Lead technical person for productions
- Working with director to create a design for the production
- Work for Producer to create set builds and technical operations of production
- Safety person 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

Responsibilities

- Attend all meetings for production; concept, initial design, follow up design, budget, set in process, paper tech, post mortem
- Develop & manage budget for technical aspects of production
- Acquire necessary tools and supplies for use in furnishing productions
- Determine the 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.
- Organize, supervise and execute the build, transportation and installation of theatre set including lighting, and props for the show.
- Design, set up, maintain, and operate lighting and sound systems for theatre, dance, music, and other productions and projects; 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

Requirements

- CAD design or hard copy design
- Proficient in Google Suite and Trello (or familiar with project based software) for communication
- Set construction experience
- Scenic Painting experience
- Theatre lighting and sound experience
- Must possess a valid driver’s license and reliable vehicle
- Must be able to lift a minimum of 50 pounds