

JOB TITLE: TECHNICAL DIRECTOR

DEPARTMENT: PRODUCTION

REPORTS TO: PRODUCTION MANAGER

GENERAL STATEMENT OF JOB FUNCTION:

A key position of the Alabama Shakespeare Festival, the Technical Director (TD) manages the Scenic, Electrics, Sound and Props Departments. The TD coordinates all scenic aspects of the theatre. The TD requests bids and purchases materials in consultation with the Production Manager, creates construction drawings in consultation with the Scenic Designer, and supervises carpentry staff to execute all scenic elements. The TD optimizes scenic department workflow, ensures facilities and equipment are in excellent operating order, and guarantees that material resources are available on a timely basis. The Technical Director works closely with the Scenic Designer and other creatives to make certain that designs are realized in a timely and cost-effective basis.

IMMEDIATE REPORTS:

Assistant Technical Director, Scenic Charge, Master Electrician, Head of Sound, Props Master

ESSENTIAL DUTIES & RESPONSIBILITIES:

Budgeting:

- In collaboration with Scenic Designers, the TD estimates, budgets, tracks all expenditures of the scene shops and stage operations
- Reports weekly an updated budget to the Production Manager

Management and Scheduling:

- Coordinates with Production Management to assure that each production is installed on time and within budget
- Collaborates closely with Assistant TD, Master Carpenter, and Scenic Charge for safe, cost-efficient and timely construction, load-in, and strike of each production
- Monitors other department heads to ensure scheduling of stage time, needs concerning construction, and modifications needed to help any other department
- Works with department heads to ensure a timely load-in of each production
- Coordinates maintenance of scene shop vehicles and trailers
- Ensures that all shop personnel in the proper use and maintenance of all power tools and mechanics necessary for daily use in the shop

- Oversees the Inventory and maintenance of all stock scenery, soft goods, and saved scenic units
- Ensures inventory of construction materials, hardware, and expendables needed for each production as well as yearly upkeep for the scene shop

Safety and Cleanliness:

- Oversees rigging necessary for each space/event to make certain the safe installation of all overhead mechanics, automation, and flown scenery/personnel
- Oversees routine inspection and maintenance of all rigging equipment
- Maintains a clean and safe workspace for all personnel

Communication:

- Collaborates with staff to fulfill all institutional goals
- Participates in future planning
- Communicates scenic needs, concerns, and events to Production Manager

Other Duties:

The Technical Director performs other duties as assigned by Production Manager

Working Requirements:

- Must be able to lift 75+ pounds unaided and in repetition
- May be required to occasionally work in extreme conditions: at heights, in confined spaces, and in adverse and high-temperature weather
- Must maintain a safe and orderly working environment
- Must maintain a valid driver's license
- Must be comfortable driving a fully loaded 5-ton truck
- Ability to collaborate with designers and directors, lead professional crews, communicate expectations and progress promptly and accurately
- Minimum 5 years of experience as a scenic shop foreman or Technical Director
- Proficiency in Vectorworks / Auto Cad and other CAD software