

# BLOOMFIELD PLAYERS COMMUNITY THEATRE

## Position Description

**TITLE:** Technical Director

**FLSA CODE:** Exempt

**REPORTS TO:** Director, Producer and Board of Directors

**DATE:** May, 2005

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**1. Pre-Show:**

- a. Works with Producer to select staff for all technical positions.
- b. Attends production meetings to assist in the design aspects of the show as it pertains to all technical sections.

**2. Auditions:**

- a. Coordinate with directorial staff to see if there are any special needs for auditions.
- b. Attend auditions and meetings if requested by the Director.

**3. Production/Rehearsal:**

- a. Meet with the facility manager to advise all special needs and to obtain permission for special effects as needed per show requirements. Work out timetable for move-in, weekend strikes (if necessary) and closing night strike of set.
- b. Review technical budget with Producer.
- c. After all designs are approved by the directorial staff, work out schedules of implementation with appropriate sections and coordinate.
- d. Keep frequent contact with all technical section heads to assure schedules are being met and report to Producer on progress / problems.
- e. Make sure that budgets are being followed and contact producer immediately if problems arise.
- f. Coordinate with Stage Manager, Construction Chief and Lighting Chief the schedule for move-in day and the technical week to follow as pertaining to "time" on stage.
- g. As needed, assist in supervising crew in various implementations of design.
- h. Arrange for safe storage of equipment between rehearsals.

**4. Performance:**

- a. Check in with Stage Manager and other key personnel to assist in solving problems that may have come up since previous performances. Arrange with crew heads for repair or replacement of equipment as needed.
- b. Be available to "fill in" on an emergency basis.
- c. View performances to provide any necessary follow-up assistance to crews.

**5. Post Production:**

- a. Coordinate strike schedule with Stage Manager, Construction Chief and Lighting Chief.
- b. Obtain any special equipment needed for the strike.
- c. Make sure all equipment is returned to the appropriate locations and follow-up with producer on cleanup.
- d. Attend the post-production debriefing with directorial and technical staff to review the strengths and weaknesses of the production and review suggestions for constructive changes

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available in early December for auditions.
- Must be available January through early March for rehearsals which will be scheduled a minimum of two nights per week from approximately 7:00 pm – 10:00 pm. Time commitment may increase and include weekends two weeks prior to opening night.
- Must have some experience in the technical aspects of putting on a musical and be prepared to oversee set, costume, lighting, props, makeup, etc. design and construction and the implementation within the facility.
- Must be available to attend pertinent production meetings and arrange rehearsals with lighting and sound technicians prior to tech week.

## **BLOOMFIELD PLAYERS COMMUNITY THEATRE**

### **Position Description**

- Must be able to organize people, time, and equipment in the most efficient way for the task at hand.
- Must be available to discuss problems as they arise with the various technical section heads and work out solutions with the directorial staff in a timely manner.
- Must have excellent communication skills and leadership ability.
- Must be a strong team player and committed to creating a friendly, family oriented atmosphere.

#### **EDUCATION and/or EXPERIENCE**

- Minimum of 3 years relevant work experience in the field of theatre.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job will require work after normal business hours and on weekends.

**This description is intended to describe the type and level of work being performed by a person assigned to this position. It is NOT an exhaustive list of all duties and responsibilities required by a person so classified.**