



## **JOB DESCRIPTION/SCOPE OF WORK**

### **TECHNICAL DIRECTOR Seasonal Salaried**

<b>Immediate Supervisor(s):</b>	Production Manager
<b>Schedule:</b>	TBD
<b>Salary:</b>	\$850/week, (45 hours)
<b>Housing (if needed):</b>	provided
<b>Start Date:</b>	May 25
<b>End Date:</b>	July 26

#### **STATEMENT OF JOB:**

The Technical Director will work productively tech-ing, building, installing, and striking scenery for the Mainstage and KIDDSTUFF Seasons. While we will seriously consider all applications, we are especially seeking Ithaca-based technical, production, and artistic staff.

#### **JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

##### **GENERAL RESPONSIBILITIES:**

- Reporting to work on time, prepared and dressed to work
- Follow and practice safe work methods and safety procedures
- Follow procedures and policies in the Seasonal Employee Handbook

##### **SPECIFIC RESPONSIBILITIES:**

- Develop a complete and thorough understanding of all drawings and paperwork for each production and assist in the dissemination of that information
- Engineer and create technical drawings for each scenic element as needed
- Research and help implement new shop equipment construction techniques
- Organize and supervise the load-in and strike of each production for the department
- Work in conjunction with the Scenic Charge Artist and Props Supervisor in scheduling build/paint times and shop space
- Oversee rigging and automation projects
- Consult on technical and budgetary feasibility of designs,
- Supervise realization of designs within budget and scheduling guidelines
- Perform scenic carpentry duties as needed
- Provide positive leadership, organization, and communication with seasonal and administrative staff
- Supervise and schedule department staff
- Organize and maintain the facilities utilized by the department
- Oversee safety and well-being of those working in the department and actively participate in and promote a culture of job safety
- Attend Design Meetings, Production Meetings, and technical rehearsals as needed/appropriate
- Order all necessary materials and supplies in a timely manner, track deliveries and submit invoices/receipts and paperwork weekly to Production Management
- Track rentals/loans and ensure a timely return of these items
- Work with Producing Artistic Director to ensure all shows are completed within deadlines and budgets
- Communicate proactively with designers, stage managers, production management, and other department heads to ensure safe and appropriate implementation of all elements for rehearsal and performances

**REQUIREMENTS:**

- Ability to read and interpret design drawings to create material and time estimates as well as technical drawings
- Mastery of theatrical construction techniques including the use of wood, metal, and soft goods
- Proficiency in the use of Vectorworks and/or AutoCad
- Proficiency in metalworking techniques
- Knowledge of standard and safe rigging practices
- Knowledge of safe handling and disposal of hazardous materials
- Previous summer theatre experience preferred
- Routine lifting up to 50 lbs, occasional work on ladders, catwalks, scissor lifts, and other personnel elevation devices
- Maturity and understanding of the artistic process and excellent interpersonal, organizational, collaborative, communication and leadership skills
- Valid driver's license preferred
- Knowledge of industry and OSHA standard safety practices
- Ability to understand the work and needs of the department, anticipate potential problems and propose timely solutions
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting

