



Interim Technical Director Job Description

Overview: The Temple Civic Theatre Technical Director (TD) works collaboratively with the production staff including the Artistic Director (AD), Stage Manager and VP of Production. While the TD works with a great deal of independence and exercises independent judgment during the preparation for a production, he/she must ensure that all set elements are designed to meet the vision of the AD and that open communication regarding all facets of the production is ongoing. The TD will work a traditional 40-hour week (8:00a – 5:00p) during show preparation or afternoon evening hours (2:00p – 10:00p) during weeks leading up to a production. Overtime hours may be required during tech week and production weeks.

Duties/Responsibilities:

- Attend all production meetings and Board of Governors meetings (as needed)
- Ensure the safety of all volunteers/production staff through appropriate education of the use of shop equipment and the diligent supervision of the production team during set and stage construction
- Operate, maintain and safeguard the technical assets of the theatre, including supervising the use of lighting, sound equipment, and the use/maintenance of stage and shop facilities/equipment
- Ensure the wiring of all lighting instruments and sound equipment is to code
- Ensure the shop facilities, prop storage areas and costume storage remains clean and organized. Maintain a spreadsheet of theatre technical supplies/equipment/tools for inventory purposes.
- Determine the necessary technical support, such as lighting, sound, staging, and special needs, necessary for events and performances presented at Temple Civic Theatre in advance of production dates
- Maintain, lighting and sound system for all main series productions and projects or coordinate the same. Collaborate with freelance light designers as needed. Assist/educate technical crew in the appropriate use of equipment as needed
- Assist in recruiting, training and assignment of volunteers for individual shows
- Monitor the condition of equipment including lighting, sound, and rigging equipment and performs preventive maintenance as needed; arranges for the repair and/or replacement within budgetary constraints; communicate with VP of Production any costs outside of the approved show budget or annual equipment maintenance budget. Purchases in excess of \$200 must first be approved by the VP of Production or Board appointed contact
- Assist with the preparation and control of production budgets; maintain equipment inventory and order specialized supplies as needed and within budgetary limitations.
- Attend technical Week rehearsals even if not providing production assistance (light ops, sound, etc.), in order to supervise and assist in the technical aspects of the production
- Make recommendations to the Board of Directors or theatre leadership regarding capital purchases of technical equipment
- Other duties as assigned including general building maintenance