

## **Northlight Theatre Production Department**

### Job Description

2021-2022 Season

**Job Title:** Technical Director

**Category:** Regular Full Time, Exempt, Salaried with Benefits

**Overall Description:** Working under the supervision of the Production Manager, the Technical Director is responsible for insuring that the best possible product goes on stage through implementing all scenic technical requirements within the pre-established budget parameters. The Technical Director is also responsible for the management of the Northlight Scene Shop.

### **Responsibilities include but are not limited to:**

- Manage the day-to-day operation of the scene shop, and oversee all aspects of set and large properties construction and fabrication for Northlight shows and for clients. This includes procuring of materials, supplies, drafting of working drawings and load-in plans, as well as the scheduling of the timely completion of each project.
- Manage set load in, installation, & strike.
- Attend production meetings as needed, as an integral part of the process. Communicate thoughts, concerns, solutions, as well as budget information to Production Manager and appropriate members of design team.
- Attend technical rehearsals as needed and tend to all resulting notes in a timely fashion.
- Coordinate physical technical production elements with other production staff.
- With Production Manager, supervise the Assistant to the Production Manager/Assistant Technical Director.
- Maintain or schedule personnel to maintain scenic elements during each production as needed.
- Oversee maintenance of scene shop material inventories, tools, & labor.
- Manage and coordinate the hiring and scheduling of carpenters, scenic painters, load-in and strike crew with the Production Manager.
- Coordinate submission of all appropriate time sheets and tax paperwork for all overhire labor associated with scene shop.
- Maintain shop adherence to standard safety practices and Northlight guidelines.
- Manage and coordinate shop carpenters, scene shop projects, and assignments on a daily basis.
- Maintain all scene shop vendor relations and file all necessary invoices and receipts with the Finance Department in a timely manner.
- Coordinate and supervise the transfer or tour of the scenic elements of any mainstage production.
- Adhere to Northlight policies as listed in Employee Handbook.
- Attend all Northlight Staff Meetings.
- Other duties as assigned: This position is a team member of the production staff. All production staff members support Northlight at large. All personnel participate, as needed and within regularly scheduled work hours, in all Northlight functions, on site and off. Production personnel provide technical support for all activities including mainstage productions, Education and Community Engagement programming, Advancement Events, readings, workshops and outside projects as requested.
- All production personnel are expected and required to follow Northlight safety practices at all times. This includes, but is not limited to: Eye protection, glove usage, respirator/mask usage, ventilation, blade guards, ladder usage, fall protection, lockout/tagout, proper lifting practices and posted safety procedures. Any accidents or safety hazards should be immediately reported to appropriate supervisor. Northlight Theatre is very concerned about safety and strives to provide a safe and healthy working environment.

### **Qualifications:**

Must be an able carpenter/welder with excellent management, supervisory, and communication skills. Able to evaluate designer's drawings, cost out productions, drafting skills (manual and computer), rigging skills, and labor/time estimates. Must be able to manage active scene shop including budgeting, bidding, and administrative duties. Valid driver's license, able to drive 25' truck. Knowledge of electronics, hydraulics and automation/motor controls a plus.