

JOB DESCRIPTION: TECHNICAL DIRECTOR

REPORTS TO: Artistic Director | FLSA Status: Exempt (Creative Professional)

DATE: January 2020

Position overview:

The Technical Director is responsible for execution and supervision of all technical scenic elements of productions. Oversees and participates in the planning, preparation, and construction of scenic elements for all productions. A demonstrated ability to work effectively, both independently and as a member of a team, and in a supervisory capacity. A demonstrated ability to meet deadlines under pressure with grace. A degree in Technical Theatre or minimum of five years experience in technical production at a professional/educational theatre.

Essential functions:

- Oversee the planning, construction, installation, backstage organization and strike of all scenery and fly elements for all productions. Coordinates all scenic activities with the Artistic Director to ensure deadlines are met and on budget. (MainStage, 2nd Stage, Touring and 3rd Stage/Studio class performances)
- Develop and administer schedules and timelines for work completion and engage required staff/volunteers.
- Chiefly responsible for moving from design to construction by producing working drawings for scenic construction of designs submitted by visiting designers. Determine whether designs can be executed given the budget, timeframe and the number and skill levels of staff/volunteers and recommends alternatives, if necessary. Collaborate with directors and designers to revise, improve and adapt scenic elements according to the production's needs.
- Maintain safe, clean and organized theatres, off-site scene shop and storage facilities, including stage equipment, tools and materials. Develop and implement operational procedures for all users of these spaces.
- Establish and maintain effective working relationships with guest designers/directors, staff, students and volunteers. Recruit, train, direct and retain shop volunteers/production crews. Supervise on the build, installation, rigging and strike of all sets, safety training and oversight and maintenance of shops/equipment.
- Teach technical theatre classes as possible and requested by Education Director and encourage technical theatre participation by students.
- Perform a monthly walk-thru and walk-around to assure property is safe and systems are operational. Perform minor repairs and preventive maintenance as required. Assess long- and short-range capital improvements and maintenance for technical production systems and equipment.
- Oversee compliance of all OSHA and ANSI regulations in scene shop and theatres. Collect and maintain MSDS records related to theatre functions.
- Potential design opportunities available, but not required.
- Not required to be in attendance at all performances, but will assure that any necessary crew assignments have been made and cleared through stage management. Attend all tech rehearsals and remain on call in case of equipment failure or other emergency.
- Other duties as assigned.

Knowledge, skills and abilities:

- Creative problem-solving skills and ability to research new techniques/materials/solutions.
- Ability to communicate effectively both verbally and in writing.
- Ability to supervise and instruct.
- Demonstrated ability to manage multiple projects and shifting priorities.
- Experiences with modern rigging practices (Manual and automated), stage engineering, scenic construction.
- Broad working knowledge of audio engineering, electrics and system maintenance.
- Basic knowledge of digital audio consoles and ETC lighting consoles.

Required competencies:

Team Leadership – Makes others feel like important contributors. Treats others with respect and dignity and is sensitive to their unique needs and to their “motivators”. Gets others involved so that they feel ownership, empowered, and energized. Inspires enthusiasm and commitment for SCCT, its products, and its future success.

Supervising – Trains, develops, and motivates subordinates to contribute toward production goals. Selects, directs and coordinates activities of others to meet performance requirements. Leads by example and serves as a role model. Follows through with directives and tasks.

Delegating and Teaching – Monitors and enforces SCCT policies on others, within the scope of the job. Sets expectations and monitors delegated activities. Delegates authority while accepting responsibility of his/her actions. Counsels and directs improvement as needed.

Fiscal Responsibility – Works within approved budget. Conserves organizational resources. Finds creative cost-effective solutions. Manages financial responsibilities. Looks for opportunities to reduce expenses or enhance revenue. Demonstrates good stewardship of organizational resources.

Decision Making – Uses good judgment to make decisions in a timely manner. Makes decisions after considering all applicable information and processes. Demonstrates problem-solving capabilities. Shows a sense of initiative by anticipating operational needs and preparing accordingly.

Initiative/Innovation – Continually thinks “outside the box” and inspires others to do the same. Uses good judgment in the evaluation and implementation of creative ideas and suggestions. Is interested and willing to learn. Takes responsibility for independent action. Anticipates potential problems and opportunities. Facilitates and participates in effective brainstorming. Continually scans the external environment to evaluate how potential ideas may be used to the advantage of SCCT. Looks for and seizes opportunities to do things better. Has a sense of ownership, pride, continuous improvement and urgency about tasks. Sees obstacles as “challenges” and enjoys overcoming them.

Job Knowledge – Demonstrates competence in carpentry and rigging skills and tool usage and safety. Integrates knowledge to effectively accomplish job requirements. Completes responsibilities with minimal direct supervision. Has valid Driver’s License and ability to drive up to a 26’ box truck.

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 essential functions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this Job, the employee is required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance and talk or hear. The employee is frequently required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds.

Compensation and benefits:

JOB TYPE: Full Time Position (weekly hours vary depending on production schedule—40 hours per week average)

SALARY: \$36,000 to \$40,000 per year, depending on experience

BENEFITS:

- Health Insurance (currently at no cost to employee)
- Annual Paid Vacation (starts at 2 weeks, increases with tenure)
- Additional 10 Paid Recognized Holidays

How to apply:

Interested applicants should submit the following documents:

- A letter of application addressing a) the essential and preferred qualifications; b) your approach to technical direction/design; and c) your approach to teaching
- Professional resume
- 3-5 professional references
- If interested in design, a portfolio link or design examples

Please submit materials by email or post:

South Carolina Children's Theatre

Attn: Betsy Bisson, Artistic Director

PO Box 9340

Greenville, SC 29604

betsy@scchildrenstheatre.org