

TECHNICAL DIRECTOR

NAME:

PRODUCTION:



1) Applicable Dates

The parties hereby acknowledge that the timeline for the production is as follows:

Meet & Greet	DATE
Scenic Preliminary Designs	DATE
Budget Meeting	DATE
Scenic Final Designs	DATE
First Rehearsal	DATE
Load-In	DATE
Tech	DATE
Opening	DATE
Closing	DATE
Strike	DATE

2) Services/Duties

- a) Supervise the construction, painting, rigging and installation of scenery, properties, and special effects (as required) for a specific Emerson Stage production.
 - i) Provide timely and credible budgetary analyses, both of projected costs for the production and actual expenditures as the project progresses
 - ii) Consult regularly with the scene designer concerning the technical requirements/possibilities/ implications of designs.
 - iii) In consultation with the Departmental TD, develop a build schedule for the production in the scene and paint shops. This schedule should include adequate time to prepare construction documents, purchase materials, and resolve any reasonably foreseeable problems
 - iv) Prepare technical/shop drawings as needed for the efficient construction of scenery and properties. All drawings are to be reviewed and approved by the Departmental TD before construction begins.
 - v) Assist in organizing and coordinating work and transportation schedules for students involved as crew for the production.
 - vi) Attend all production meetings for the project. Provide the Departmental TD with regular and timely reports concerning the progress of designs, changes in concept, and the potential implication of said changes for the efficient operations of the Scene Shop.
 - vii) Research and specify materials, supplies, and equipment as required for the production. Provide the Departmental TD with "In House Requisitions" as required. The TD is not authorized to purchase any materials, supplies or equipment without the written approval of the Departmental TD.
 - viii) Supervise the construction process, in cooperation with the designer, scene shop supervisor, and Departmental TD to promote professional craft standards and safe working practice in the training of students.
 - ix) Participate in the construction and finishing of scenery, properties and special effects, time permitting.
 - x) Supervise and participate in the load-in, and set-up of all scenery, properties and special effects for the production.
 - xi) Regular attendance at technical and dress rehearsals to ensure training of stage crews, troubleshooting, and the full completion of scenery and stage properties and effects.

- xii) Ensure compliance with all City of Boston fire codes, including timely submission of samples to the Departmental TD for testing and permit applications as required.
- xiii) Comply with state and federal safety regulations, including Right-to-know regulations and EPA hazardous material regulations.
- b) The Technical Director is on call and on campus during all performances, or must coordinate with another member of the scenic team to provide on call services. Any change in on call status must be communicated to Production Supervision and Stage Management.
- c) The Technical Director reports directly to the Departmental Technical Director. It is expected that the TD will meet regularly with the DTD, not less than once per week, during the production period, in order to accomplish the above duties.

It is assumed that the Technical Director will work a minimum of 12 hours per week in the Scene Shop while the production is in the shop. In addition, the TD may be required to spend time drafting and/or doing other paperwork outside of these shop hours.

This contract serves as a guideline of your role in this production. It has been created to lay out certain expectations of your position and not created as a training manual for your role. There are many components to your position that are beyond the scope of this contract and those elements are found in your classwork & training. Please speak to your advisor regarding any and all of those responsibilities.

Learning Expectations:

- Overall interpersonal and communication skills.
- Ability to work as a member of a collaborative design team (Directors/Designers/Playwrights)
- Ability to effectively work with your assistants
- Ability to communicate through design paperwork that is used by your team and production staff
- Good time management skills.
- Ability to remain calm in high-stress situations and be a leader to many.

Collaboration Standards and Expectations

At Emerson Stage, the production process is rooted not only in artistic excellence but also in ethical, professional, and educational collaboration. This contract affirms that the Technical Director's work will align with the Standards for Theatre Collaborations in Educational Institutions, a framework based on the Chicago Theatre Standards and adapted for our educational community.

The Technical Director agrees to:

- Foster a respectful, inclusive environment that supports all members of the production team
- Maintain transparency and open communication, including proactively seeking and offering constructive feedback throughout the production process.
- Uphold educational principles, supporting both their own learning and the growth of their collaborators through collaboration, professionalism, and mentorship.
- Respect roles and responsibilities, recognizing that collaboration involves both artistic ownership and shared accountability.
- Participate in feedback and reflection, contributing to a culture of continuous learning by engaging in structured post-production evaluations.

Key expectations include:

- Communicating changes, challenges, and concerns promptly and professionally.
- Supporting consent-based collaboration by involving relevant team members in all significant creative decisions.

- Advocating for solutions when conflict arises, utilizing established institutional support systems when necessary
- Prioritizing safety, equity, and academic balance during all stages of the production process.

These standards are intended to foster a working environment that helps prepare for the professional world while protecting the educational mission of Emerson College. By signing this agreement, the Designer affirms their commitment to upholding these standards as a core part of their design practice during this production.

3) Budgets

The EmStage staff is responsible for maintaining budgets. The Technical Director agrees to work in collaboration with the Production Manager and Departmental Technical Director to ensure the best use of resources.

4) General Release

General Release for use of name, likeness, image, voice, performance, and/or biographical information.
 Note: THIS IS A RELEASE OF LEGAL RIGHTS — READ AND UNDERSTAND BEFORE SIGNING

In consideration for the opportunity to have my work or other promotion material distributed by or through Emerson College ("Emerson"), I hereby authorize Emerson or those it designates, to record and publish my name, likeness, image, voice, performance, and/or biographical information on film, videotape, audiotape, electronic media or otherwise ("Recordings") for use, in whole or in part, in perpetuity worldwide by Emerson and those designated for educational, scholarly, promotional, job placement, or other purposes, in any format or media now known or later created.

I consent to the use of my name, likeness, image, voice, and biographical material in connection with the Recordings.

I grant and assign to Emerson all right, title, and interest in and to the Recordings, including without limitation, copyright.

I confirm that:

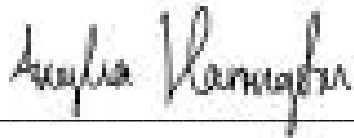
- I have the right to enter this agreement
- My performance and the rights granted in this agreement will not conflict with or violate any commitment I have with any other person or entity
- Emerson has no financial obligation to me for the Recordings or this agreement
- I am solely responsible for the content and accuracy of any and all Recordings and material supplied under this agreement. Accordingly, I confirm that none of the Recordings and material supplied under this agreement infringes on any copyright, trademark, right of privacy, or any other right of any other person or entity, and that nothing contained in the material supplied under this agreement is in any way false, libelous, obscene or otherwise contrary to law.
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- h) I understand that neither this Release, nor any of the statements contained in this Release, in any way obligate Emerson to publish to post Recordings supplied under this Release.
- i) I understand that the terms of this Release shall apply to any updates or revisions which I may make to any Recordings or related information supplied under the terms of this Release and that Emerson is not required to obtain a new release concerning any such update or revisions prior to publishing or posting such updated or revised Recordings.
- j) I understand that nothing in this Release shall relieve me of my obligations under any Emerson rules, policy, or handbook provision.

I hereby release, discharge, and agree to hold harmless Emerson, its trustees, officers, employees, agents, representatives, affiliates, and any and all persons or entities acting on their behalf or pursuant to their permission, authority, direction or control from any liability (including, without limitation, any liability for negligence and liability arising out of the conduct of third parties) for any injury that may occur to me while performing or appearing in the Recordings or in any way arising from any and all liability to me or to my successors, heirs, or assigns for any claims, including without limitations, claims for libel, defamation, exercise of rights granted under this agreement.

This agreement represents my entire understanding with Emerson concerning the material supplied hereunder. I have read this Release prior to signing it, and I understand and agree to its contents. This agreement may not be amended unless Emerson and I agree in writing. This agreement, which has been signed as a contract under seal, will be governed by and constructed under the laws of Massachusetts (excluding its conflicts of laws principles).

Technical Director
Date



Production Manager
Date