

JOB DESCRIPTION/SCOPE OF WORK

TECHNICAL DIRECTOR

Seasonal

Immediate Supervisor(s):	Production Manager
Schedule:	TBD
Salary:	\$18/hr and 1.5x over 40 hours/week
Housing (if needed):	Single room, shared kitchen and bath
Start Date:	May 23 (onsite) – 1 additional week of preseason as well
End Date:	August 28

STATEMENT OF JOB:

The Technical Director will work productively teching, building, installing, and striking scenery for the Hangar Theatre Company's (HTC) Mainstage, KIDDSTUFF, and Wedge Series; within the allotted time, budget, and scope of the summer repertory season; in alignment with HTC's mission, vision, values, and commitment to Equity, Diversity, Inclusion, and Access. The Technical Director supervises the Assistant Technical Director, Carpenter, any overhire, and Scenic Fellow in the construction of scenery.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to start
- Completing assigned daily tasks.
- Follow and practice safe work methods and safety procedures acting in concert with the theatre's safety policies
- Contribute to maintaining a collaborative shop environment
- Follow procedures and policies in the Seasonal Handbook.
- Follow any and all HTC and Health Department Guidelines related to COVID-19

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 Prop Master in scheduling build/paint times and shop space
- Work with the Assistant Technical Director on rigging and automation projects
- Perform scenic carpentry duties as needed
- Repair and maintain shop tools as needed
- Provide positive leadership, organization, and communication over the scene shop staff
- Supervise and schedule department staff
- Train show crew as necessary
- Organize and maintain the facilities utilized by the department including equipment, supplies, and any stock items
- Oversee safety and well-being of those working in the department and actively participate in and promote a culture of job safety in all work areas
- Keep First Aid supplies stocked for the shop/department facilities
- Perform routine safety inspections on all major tools and equipment
- 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 Production Management 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 tech and performances

- Organize and supervise the load-in and strike of each production
- Track hours for carpentry staff
- Collaborate with Scenic Designers to ensure designs fit within allocated budgets of both material and labor
- Any additional scenic related duties not covered by the list above.

REQUIREMENTS:

- Outdoor Theatre experience preferred
- 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
- Minimum of a bachelor's degree in technical theatre, or equivalent practical experience and 2 years experience in a supervisory scenic role in professional theatre
- Prior summer theatre experience
- 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, teamwork, and diplomacy skills.
- Valid driver's license with a vehicle
- Ability to manage an irregular schedule with a positive attitude
- Ability to supervise, train and work with a staff of varying skill levels
- Ability to work on multiple productions within tight timelines and budgets
- 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
- Fully vaccinated and boosted against COVID-19

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