



## POSITION DESCRIPTION

<b>Position:</b>	<b>TECHNICAL DIRECTOR</b>
<b>Status:</b>	Regular, Full-time Exempt
<b>Reports To:</b>	Director of Production Director of Business Operations
<b>Supervises:</b>	Production Staff Local Stagehands
<b>Normal Hours:</b>	Typically, Monday-Friday, 8:30 am- 5:00pm. During performance season, additional hours will be required.

An annual position responsible for planning and supervision of technical production activities and personnel in the following areas:

- Technical Production Administration & Planning
- Technical Design & Direction
- Financial & Business Management
- Operations Management
- Broadway Production Operations

### ESSENTIAL FUNCTIONS

- Coordinate work and schedules with production staff, designers, theater staff, and other departments as related to Opera productions and Broadway presentations
- Assist Director of Production with current and future season planning and administration

#### *Technical Production Administration & Planning*

- Review, analyze, revise and document incoming production rentals
- Plan, prepare and coordinate, and supervise technical activities associated with productions, scenery and stage property operations
- Participate in development and maintenance of production calendar

#### *Technical Design & Direction*

- Prepare technical documentation for incoming rental productions and for new productions
- Prepare, update & maintain technical drawings, shop details, shop orders, specifications and manifests. Prepare technical drawings in paper, film and CAD
- Evaluate designs with Director of Production to assure their viability for POA's performance and rental uses
- Supervise stage operations and labor during rehearsal and performance period; establish labor call times and personnel requirements

#### *Financial & Business Management*

- Prepare detailed long-range budget estimates for technical departments
- Monitor technical production and labor expenses during production phases

- Report and forecast expenses

#### *Operations Management*

- Oversee and implement Production department technology plan and organization
- Review, analyze and make recommendations for facilities upgrades, expansions, transfers and acquisitions

#### *Broadway Production Operations*

- Participate in season planning, administration, and scheduling
- Review technical riders for viability and determine local requirements
- Prepare production expense estimates, summaries, and adjustments
- Maintain contact with national touring companies; arrange local production requirements
- Participate in weekly settlement preparation and execution
- Supervise on-site operations during engagement

### **SKILL AND EXPERIENCE**

- Complete understanding of theater techniques and processes
- Intermediate or above understanding of Microsoft Office
- Individual must be a team player, highly self-motivated, able to manage multiple projects in a production environment
- Ability to work in a quick and detailed fashion in VectorWorks or similar CAD-program a must

#### *Helpful*

- Ability to communicate effectively
- Design background
- Strong leadership qualities

### **JOB CONDITIONS**

The Technical Director creates drawings, schedules and financial information related to production related items. Roughly 75% of the workday is spent either on the phone or working at a computer workstation. There is some natural light available in work area, which is lit with a combination of fluorescent and incandescent lighting. Must be amenable to fluctuating work schedule, extensive overtime required at certain times during the year; evening and weekend work required. Some travel may be required at certain times of the year for production planning and institutional development.

**Equipment Used:** In addition to computer workstation and telephone, the Technical Director uses copy and fax machines to perform duties. Use of other office tools may occasionally be required.

**Physical Demands:** Drafting consists of computer keyboard, drawing tablet and mouse. Other documentation created using computer and mouse. Phone work is intermittent and not for prolonged periods. Lifting tasks are occasional and limited to 40 pounds or less without assistance. Computer workstation, desk, and other equipment are not shared and can be adjusted for optimum ergonomic comfort for the Technical Director.