

## Technical Director

Department	Production	Hiring Range	\$65,000-\$70,000
Supervisor	Director of Production	Status	Regular, Full time, Exempt
Revised	July 2021	Location	Seattle, WA

The Technical Director (TD) serves in a leadership position in ACT's Production Department. The TD executes the directors' and designers' vision within the allotted resources, while maintaining ACT's production standards.

### Specific Job Functions

<p><b>Production Oversight</b></p> <ul style="list-style-type: none"> <li>Leads, guides, and facilitates communication between Designers, Directors, Stage Managers, and Production department staff to advance shows, plan and implement designs, and to prep and provide equipment necessary to tech and run shows.</li> <li>Reviews, interprets, and troubleshoots design drawings to assess financial and practical feasibility and to maximize the artistic impact within financial resources. Produces time and material estimates, technical drawings, and other documentation as required.</li> <li>Oversees engineering and safety for all scenery and effects</li> <li>Attend technical rehearsals and previews – prioritizing notes, calls, and ensuring that all finish work happens in a timely, efficient, and safe manner.</li> <li>Attend all design meetings, rehearsals, and production meetings as necessary.</li> <li>Collaborate with other Departments as required to facilitate scenic or shop needs for Special Events, which includes leading discussions, tours, and other public interactions with donors and patrons.</li> </ul>	50%
<p><b>Management</b></p> <ul style="list-style-type: none"> <li>Supervise the Assistant Technical Director, Prop Master, Charge Scenic Artist, and Stage Operations Supervisor.</li> <li>Facilitate staff and department head meetings as necessary.</li> </ul>	25%
<p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>In collaboration with the Director of Production, sets and supervises seasonal and department budgets, design deadlines, and seasonal calendars</li> <li>Provides detailed budget analysis and oversight for all ACT productions from script selection to show closing and strike.</li> <li>Participate in long-range planning for ACT, including collaborating with Operations and Development departments on capital improvements for the theater.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Additional duties as assigned in support of ACT</li> </ul>	5%

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## Qualifications/Skills

- Broad background in most areas of technical theatre including at least 5 years of managing production shop staff at a large professional theater.
- Clear understanding of the artistic process with the ability to navigate it in a collaborative and diplomatic style.
- Able to manage in a fast-paced environment in which priorities can change rapidly, while maintaining a spirit of creative thinking and problem solving.
- Adherence to budget and budget principals while executing a high-quality artistic product
- Extensive knowledge of scenic construction techniques, rigging, stage engineering, carpentry, and welding.
- A strong understanding of all other areas of production, including lighting and sound.
- Thorough knowledge of scenic automation theory, system design, installation and troubleshooting. ACT uses Creative Connors products and software.
- Experience with winches, hydraulics, and pneumatics involving complex integration across multiple axes.
- Proficiency in Microsoft Office (Word, Excel)
- High level of competency in Vectorworks. Other drafting and theatrical software a bonus.
- Ability to work long hours and manage an irregular schedule, including nights and weekends.
- Knowledge of IATSE collective bargaining agreements – ability to work in collegial partnership with Union and non-Union employees.
- Commitment to the values of Equity, Diversity, and Inclusion and ability manage with these values centered.

## Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion

## ACT Theatre Mission and Vision

- Mission: ACT is a contemporary theatre where artistic ambition and civic engagement unite.
- Vision: ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

## Peak Performer Commitments

ACT's values and principles guide our work, relationships and decision-making. We encourage our employees to practice forward thinking and curiosity-driven learning. We emphasize inclusivity of voices, experiences, and cultures, and seek to be a transformative agent for change in individuals, communities, and societies. We are civic minded, and believe in the spirit and strength of shared purpose and collective responsibility.

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### **Essential Physical Skills**

This position requires frequent sitting, standing and occasional walking; comfort working at heights and climbing ladders, manual dexterity to operate phones, computers, and other office equipment; knowledge and competency with tools; strong command of the English language with the ability to be understood.

### **Environmental Conditions**

This position generally works in a shared office setting with significant time spent in shops and theatre spaces.

*Disclaimer:*

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

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Employee Name

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**Signature** (Verifying receipt and understanding of this job description)

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Date