



## Job Description

**Position:** Technical Director  
**Reports To:** Production Manager  
**Status:** Full Time – Exempt  
**Schedule:** Mon-Fri; nights, weekends and holidays required/ hours vary

### Role Summary

The Academy Center of the Arts Technical Director will be responsible for the success of the backstage operations of both the Historic Academy of Music Theatre and the Joy and Lynch Christian Warehouse Theatre. Overall, the TD is primarily responsible for the theaters' production/performance budgets and allocation of resources (both financial and human), for the quality of the technical execution of the performances in both theatres, and will ensure that the Academy's theatres are safe work environments.

### Essential Duties & Responsibilities

- Will create timelines and work plans for performances in both theatres.
- Schedule meetings with different internal production staff and outside production staff as needed to execute work plans.
- Responsible for the scheduling and execution of load ins, light hangs, light focuses, production set ups, load outs, and production needs as they arise.
- Supervise various hourly production staff to ensure the performances have been realized to the artists and outside organization's desires.
- Manage the use, acquisition, and maintenance of needed theatrical equipment.
- Under the direction of the Production Manager executes technical needs for the Academy Center of the Arts, coordinating with other staff members on theatre productions and other events or meetings.
- Works with the Audio Director to prepare, set-up and run technical needs for productions and events. Including rigging, lighting, sound, AV and scenery.
- Responsible for the technical aspects of all theatre facilities including: managing the backstage and supervising technical crews during all performances.
- The ability to run lighting and sound equipment and fill in for various other production roles for productions and events as needed.
- With Production Manager, plan, design, execute, and supervise construction of all sets, lights, and other materials/ equipment required for Academy productions.
- Develop and monitor budgets for sets, sound, lighting, props, and related equipment and supplies required for Academy productions.
- Plan, organize, train, and direct the work of volunteers participating in the technical side of productions; supervise volunteers.
- Ensures that event reports are filled out at the conclusion of each performance/event.

- Helps to instill a culture of safe and best work practices
- Attends production and department meetings as needed
- Ability to lift 50 pounds.
- Works as a team member in a collaborative environment and conducting and presenting themselves in a professional manner consistent with the mission, vision, and values of the Academy Center of the Arts.

### **Minimum Requirements**

- Proficiency in technical theatre knowledge (lighting, sound, rigging, scenic design and technology, carpentry and safety)
- Experience in projection and video design
- Preferred experience with Grand MA and ETC Ion consoles
- Dante experience preferred
- Video networking with Crestron systems preferred
- Excellent verbal and written communication skills
- Proficiency with computer technology
- Ability to work in a fast paced and often changing environment
- Excellent organizational skills and ability to multi-task
- Ability to lead and manage staff
- Ability to utilize and maximize resources
- Ability to collaborate and creatively problem solve
- Organized, focused, and motivated

### **Required Education**

- Bachelor's Degree or higher (preferably in associated field)

### **Other Requirements**

- Previous experience, preferably three to five years