



JOB DESCRIPTION: TECHNICAL DIRECTOR

Rev: 11/2021

Job Title: Technical Director

Reports To: Production Manager

Supervises: Assistant Technical Director (ATD), Lead Carpenter/Shop Foreman (LC/SF), Staff Carpenters, Over-hire Carpenters, Stage Carpenters, and Carpentry/Deck Crew Apprentices

Department: Production/Carpentry

FLSA Classification: Annual Full-Time Exempt

Salary Range: \$62,500-\$68,000

General Statement of Job Function: The Technical Director is responsible for the realization and maintenance of all scenic elements and provides carpentry support for the Goodspeed Opera House, The Norma Terris Theatre, Goodspeed by the River series, and all assigned Goodspeed events and outside projects. The Technical Director is responsible for hiring, scheduling, and supervision of Assistant Technical Director, carpentry shop, and all deck carpentry staff.

Principle Duties and Responsibilities:

- Oversee the creation, quality control, and completion of all scenic elements as specified by set designer, director, and choreographer within the time frame and budget set by Goodspeed.
- Create cost/time estimates on all shows prior to build and work closely with designers to adjust/present options to keep design within budgeted parameters.
- Advise and support all other production departments in regards to safe rigging practices.
- With Department Heads, develop build and load-in/strike schedules.
- Work directly with designers, stage management, and directors to establish build priorities.
- With ATD, execute engineering and drafting of construction detail plans and drawings.
- Provide drawings as requested by stage management and department heads.
- With ATD and LC/SF help to facilitate work flow through the shop.
- With PM develop and oversee annual/show budgets.
- Interview and hire (with PM approval) all carpentry shop and deck carpentry staff.
- Supervise, educate, and manage the ATD, carpentry shop, and deck carpentry staff including a crew of carpentry apprentices.
- Oversee and participate in the load-in and strike of all scenic elements.
- Attend all technical rehearsals and production meetings including all post first performance meeting/notes sessions.

Other Duties and Responsibilities:

- Participate in long-range planning to serve equipment and facility needs of theatres and shop.
- Manage maintenance, storage, and inventory of all theatre and shop, tools and equipment.
- With ATD, maintain all expendable shop asset inventory.
- Work with the Production Management office to coordinate designer site visit schedules and local travel logistics.

- Respond to Stage Management daily rehearsal and performance reports, as needed.
- With ATD and Safety Committee members, assist in maintaining an updated record set of Safety Data Sheets.
- Maintain safety supply inventory, including respirators and cartridges, and arrange respirator fittings as necessary.
- Provide support to the organization by accommodating large format print requests.
- Participate in HR management for the carpentry department.
- Arrange coverage for crew's tracks in cases of emergency/illness.
- Ensure that staff is working in a safe, welcoming, clean, and supportive environment.
- Other duties as assigned.

Required Qualifications & Skills: Minimum 5-7 years' experience in technical theatre; Proven supervisory skills; Experience in creating and monitoring budgets and build schedules; Up to date knowledge of welding, rigging and carpentry, motion control and stage craft techniques; Ability to work within tight deadlines and budgets; Excellent drafting skills with strong working knowledge of AutoCAD; Proficiency with MS Office suite; Ability to troubleshoot problems in a safe, efficient, and calm manner under pressure; Ability to work safely and effectively in a collaborative environment with a wide variety of coworkers at varying levels of skill and knowledge; Strong knowledge of all commonly used theatrical construction tools, including but not limited to: measuring and layout tools, portable and stationary woodworking tools, pneumatic tools, metalworking tools, welding equipment, rigging tools, machining tools, and cabinetry tools; Able to climb four flights of stairs while carrying 40 pounds and work long hours during heavy build and tech periods; Periodic availability on nights, weekends, and the occasional Holiday.

Preferred Qualifications & Skills: Valid driver's license with safe driving record; Ability to work comfortably at elevations up to 45 feet; Comfortable driving a 26' Box Truck.