

Circa 21 Dinner Playhouse
TECHNICAL DIRECTOR / Master Carpenter / Designer
Job description (February 2019)

The Technical Director/Designer is responsible to the Producer and for the following:

1. Help to communicate and coordinate all aspects of scenery including rigging, flying and stage weights, lighting and large properties as we operate as a production team to make our deadlines and produce the highest quality productions while maintaining fiscal responsibility.
2. Read scripts and become familiar with all shows being produced.
3. Build and maintain all scenery and large props for all productions.
4. Staff, organize and supervise load-ins and loadouts for all productions, concerts and special events.
5. Responsible to Business Manager for all invoices and receipts in regard to scenery, lighting and large props.
6. Do all purchasing for tech department, except costumes and sound, including such things as lumber, hardware, tools, paints, gels, lamps, etc. as needed and within guidelines from Business Manager.
7. Base coat scenery and large props and drops prior to the set designer's arrival.
8. Attend final full-dress rehearsal Monday of tech week as well as any rehearsal of tech week as requested by Producer. Attend all scheduled production meetings.
9. Communicate progress, accomplishments and concerns to SM and/or Producer the morning after Changeover or any time during the production process deemed necessary.
10. Relate any relevant technical information during tech week as well as during the entire run of the production to the Producer and production team ASAP. Check the SM's performance notes to keep up with repairs and maintenance to the set.
11. Create working drawings as needed for scenery and large props.
12. Assemble, schedule, and supervise a changeover crew of 8-12.
13. Maintenance, storage and security of all scenery of past productions, tools, power equipment, Genie lift, soft goods, lighting instruments, foggers, hazer, snow machine, etc. including replacing burned out lamps.
14. Understudy Stage Manager or sound engineer, as needed.
15. Prepare the scene shop and the set to accommodate the director and actors for rehearsals in the scene shop including sweeping, dusting and setting up a directors table and chairs for the actors.
16. Create children's show sets in conjunction with the Director within the parameters of the current main stage production at the time, pulling from stock and building when necessary.
17. Keep a running and computerized inventory and photographs of the sets, set pieces, drops and large props in storage, which ones are available for rental, as well as suggestions on sets and pieces we might sell, discard, or reuse.
18. When time allows, solicit rental and sales possibilities for above.
19. Maintain the scene shop and its grounds.
20. Meet all production deadlines and safety requirements.
21. Other duties or responsibilities as designated by the Producer or Production Manager.

ADA REQUIRMENTS: In accordance with the Americans with Disabilities Act the Technical Director must be able to:

1. Build scenery using the following tools, with sight and hearing:
Table saw, redial arm saw, circular saw, chop saw, saber saw, hack saw, router, Chisels, rasps, files, handsaw, drill, screw gun, belt sander, pad sander, air stapler, Hammer, socket wrench, crescent wrench, level, square, screwdriver, Allen wrench, and tape measure
2. Lift a 4'x8'x4' wooden platform weighing 80 pounds.
3. Lift to table saw and cut a 4'x8'x3/4" sheet of plywood weighting 45 pounds.
4. Understand and utilize geometry to manually create working drawings of units from blueprints.
5. Have knowledge of lumber and materials and be able to order and load ¼ ton onto truck.
6. Drive and load a 26' truck.
7. Paint.
8. Climb a 20' ladder carrying 25-40 pounds up to the grid.
9. Stand on a 32' ladder and complete a 2 handed overhead task.
10. Pull a rope in the rigging system weighted at 150 pounds.
12. Read and write in English.
13. Operate and use "Genie" lift
14. Operate basic office equipment including a computer, copy machine and telephone