

HARLEQUIN

Position: Technical Director
Department: Production
Reports to: Production Coordinator
Classification: Full-Time
Salary: \$46,000 - \$50,000 DOE
Desired Start Date: July, 2024
Position Open Until Filled

The Technical Director is responsible for the overall operation and progress of the scenery production shop, including season planning, working drawings, budget accounting, and construction of all required scenic elements. This position works closely with show directors and designers to reach artistic goals within allotted resources.

With the Production Coordinator and the Company Manager, the Technical Director helps to plan long-range strategies for operations and facilities. The Technical Director ensures safety standards in operations and equipment, supervises professional staff, attends specified rehearsals, tech/dress rehearsals, and production meetings.

The following positions report to the Technical Director: Master Carpenter, Master Electrician, Scenic Charge, Carpenters, Painters, Electricians, overhire, and volunteers.

Harlequin values excellence and professionalism in all aspects of its company and public life. Successful Harlequin employees derive deep personal fulfillment from the exemplary completion of their duties, in the flexibility required to respond to emergent challenges and opportunities, and in accomplishment of the evolving work of the theatre and its programs. Harlequin expects a strong commitment to the mission of the theatre in service to task, colleague, company, and community.

Duties include, but are not limited to:

- Help to plan long-range strategies for operations and facilities
- Ensure safety standards in operations and equipment
- Supervise professional staff, including Master Electrician, Master Carpenter, Scenic Charge, Carpenters, Electricians, Painters, Overhire, etc.
- Attend specified rehearsals, tech/dress rehearsals, and production meetings
- Discuss and understand production concepts with designers, directors, and the Creative Team
- Help to create and oversee the annual budget for the Scene Shop, as well as individual production budgets
- In coordination with the Production Coordinator, maintain records of expenses on each project, and staying within prescribed budgets, including scenic, and overhire budgets
- Draft construction drawings as needed for each production
- Purchase all scenic materials
- Plan, schedule, and supervise the construction, load-in, tech, run, and strike of all productions
- Supervise the servicing and maintenance of scene shop equipment
- Maintain a safe, healthy, and clean work/shop/theatre environment

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- Maintain and safeguard the technical assets of the theatre, including lighting, sound, video, and scene shop equipment, and the use and maintenance of stage facilities
- Use power and hand tools accurately and effectively
- Assist with special events as required
- Other duties as assigned

Qualifications:

- Strong project management skills that demonstrate the ability to deliver complex projects in a safe and efficient manner, on time and on budget;
- Working knowledge of all aspects of the theatre production, technical as well as performance;
- Excellent communication skills: written, oral, and visual;
- Working and active knowledge of Computer Aided Drafting;
- Ability to work productively under time pressures and meet deadlines;
- Working knowledge of scenery, structural design and engineering, construction process, styles, elements, and practices (i.e. wood, metal, plastic construction), painting, purchasing, and scheduling;
- Knowledge of mechanical physics, fundamental electricity, modern construction practices and materials, and stage crafts including rigging, hydraulics, pneumatics, theatrical automation, lighting, video projections, and stage carpentry;
- Skills in carpentry, welding, rigging;
- MFA or MA preferred, or Bachelor's Degree, with 6+ years of professional experience in similar positions, or the equivalent.

Work Conditions:

- Ability to work long hours and work with a flexible schedule
- Ability to work at heights, around moving machinery, and with exposure to noise, vibration, and dust;
- Must be willing to travel (locally) and work at various sites;
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

Physical Demands:

- This position requires the ability to move/carry theatrical scenery, wood, and steel deliveries, load scenery onto and off trucks weighing up to 75 pounds.
- This position will need to frequently communicate with staff in a noisy shop and theater environment.
- This position will need to ascend/descend machinery used and scenery created for the productions.